VIRGINIA REGISTER OF REGULATIONS

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VIRGINIA REGISTER INFORMATION PAGE

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; **James A. "Jay" Leftwich,** Vice Chair; **Ryan T. McDougle; Rita Davis; Leslie L. Lilley; E.M. Miller, Jr.; Thomas M. Moncure, Jr.; Christopher R. Nolen; Charles S. Sharp; Samuel T. Towell; Mark J. Vucci.**

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

PUBLICATION SCHEDULE AND DEADLINES

This schedule is available on the Virginia Register of Regulations website (http://register.dls.virginia.gov).

March 2019 through April 2020

Volume: Issue	Material Submitted By Noon*	Will Be Published On
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
35:19	April 24, 2019	May 13, 2019
35:20	May 8, 2019	May 27, 2019
35:21	May 22, 2019	June 10, 2019
35:22	June 5, 2019	June 24, 2019
35:23	June 19, 2019	July 8, 2019
35:24	July 3, 2019	July 22, 2019
35:25	July 17, 2019	August 5, 2019
35:26	July 31, 2019	August 19, 2019
36:1	August 14, 2019	September 2, 2019
36:2	August 28, 2019	September 16, 2019
36:3	September 11, 2019	September 30, 2019
36:4	September 25, 2019	October 14, 2019
36:5	October 9, 2019	October 28, 2019
36:6	October 23, 2019	November 11, 2019
36:7	November 6, 2019	November 25, 2019
36:8	November 18, 2019 **(Monday)**	December 9, 2019
36:9	December 4, 2019	December 23, 2019
36:10	December 18, 2019	January 6, 2020
36:11	January 1, 2020	January 20, 2020
36:12	January 15, 2020	February 3, 2020
36:13	January 29, 2020	February 17, 2020
36:14	February 12. 2020	March 2, 2020
36:15	February 26, 2020	March 16, 2020
36:16	March 11, 2020	March 30, 2020
36:17	March 25, 2020	April 13, 2020

*Filing deadlines are Wednesdays unless otherwise specified.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Initial Agency Notice

Title of Regulation: **18VAC65-20. Regulations of the Board of Funeral Directors and Embalmers.**

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

Name of Petitioner: Ross Miller.

Nature of Petitioner's Request: For the board to establish clear processes and guidance for the compelling disclosure of information when a board investigation identifies potential Class 1 misdemeanors.

Agency Plan for Disposition of Request: The petition will be published on February 18, 2019, in the Virginia Register of Regulations and also posted on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov to receive public comment ending March 20, 2019. Following receipt of all comments on the petition to amend regulations, the board will decide whether to make any changes to the regulatory language. This matter will be on the board's agenda for its first meeting after the comment period, which is scheduled for April 16, 2019.

Public Comment Deadline: March 20, 2019.

Agency Contact: Elaine J. Yeatts, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4479, or email elaine.yeatts@dhp.virginia.gov.

VA.R. Doc. No. R19-24; Filed January 18, 2019, 3:39 p.m.

TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

COMMISSION ON THE VIRGINIA ALCOHOL SAFETY ACTION PROGRAM

Initial Agency Notice

Title of Regulation: **24VAC35-30. VASAP Case Management Policy and Procedure Manual.**

Statutory Authority: §§ 18.2-271.1 and 18.2-271.2 of the Code of Virginia.

Name of Petitioner: Cynthia Ellen Hites.

Nature of Petitioner's Request: "I, Cynthia Ellen Hites, as a citizen of the Commonwealth of Virginia, pursuant to § 2.2-4007 of the Code of Virginia, do humbly submit this petition for the following amendment to Virginia Administrative Code 24VAC35-30-150 (VASAP Policy and Procedures Manual). Currently, the law states the following: Section 150, Paragraph A: 'Noncompliance reporting. When the offender has been deemed noncompliant by the case manager, that case manager, within five working days, shall notify in writing the referring court or agency and the offender.' As of now, no penalty exists to the caseworker for breech of this law. With no adverse effect to the caseworker, or ASAP director, respectively, for failing to fulfill their duties, ASAP caseworkers can effectively operate with impunity regarding the time allotted them to notify [the] offender and court of noncompliance. There are no penalties established for the incidences of caseworker error or malfeasance that result in restart of [an] ignition interlock sentence, or force [the] offender to reappear in court to face further punishment. I propose the following language be adopted, in lieu of the current: 'A. Noncompliance reporting. When the offender has been deemed noncompliant by the case manager, that case manager, within five working days, shall notify in writing the referring court or agency and the offender. If [the] caseworker fails to notify in writing both parties, within five working days, the instance of noncompliance shall not be considered, and the offender shall incur no penalty.'"

Agency Plan for Disposition of Request: The petitioner's request will be considered by the Commission on the Virginia Alcohol Safety Action Program at its June 7, 2019, meeting.

Public Comment Deadline: May 30, 2019.

Agency Contact: Richard Foy, Field Services Specialist, Commission on the Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219, telephone (804) 786-5895, or email rfoy@vasap.virginia.gov.

VA.R. Doc. No. R19-25; Filed January 29, 2019, 1:33 p.m.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the State Water Control Board intends to consider amending **9VAC25-115, General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Seafood Processing Facilities**. The purpose of the proposed action is to amend and reissue the existing general permit that expires on July 23, 2021. This general permit regulation establishes limitations, monitoring requirements, and other special conditions for point source discharge of seafood processing wastewater from seafood processing facilities, including seafood processing sites operating under Standard Industrial Classification codes 2091 and 2092 (Canned and Cured Fish and Seafood and Prepared Fish or Frozen Fish and Seafoods), to surface waters in order to maintain surface water quality. Issues that may need to be addressed include (i) updating the stormwater management requirements, (ii) determining whether other types of seafood processing or any total maximum daily load requirements need to be added to the general permit, and (iii) determining whether the operations and maintenance manual should address shellfish cage cleaning. Amendments may be identified following the submission of public comments on this notice and by the technical advisory committee during consideration of this general permit regulation.

In addition, pursuant to Executive Order 14 (as amended, July 16, 2018) and § 2.2-4007.1 of the Code of Virginia, the State Water Control Board is conducting a periodic review and small business impact review of this regulation to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare; (ii) minimizes the economic impact on small businesses consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

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

Statutory Authority: § 62.1-44.15 of the Code of Virginia; § 402 of the Clean Water Act; 40 CFR Parts 122, 123, and 124.

Public Comment Deadline: March 20, 2019.

Agency Contact: Elleanore Daub, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4111, FAX (804) 698-4032, or email elleanore.daub@deq.virginia.gov.

VA.R. Doc. No. R19-5819; Filed January 30, 2019, 11:39 a.m.

TITLE 11. GAMING

VIRGINIA RACING COMMISSION

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Virginia Racing Commission intends to consider promulgating **11VAC10-47, Historical Horse Racing**. The purpose of the proposed action is to implement the provisions of Chapter 811 of the 2018 Acts of Assembly, which authorizes historical horse racing at facilities licensed by the Virginia Racing Commission. The proposed regulations will address the requirements for an entity licensed to conduct pari-mutuel wagering on historical horse racing, including (i) the location and hours of operation, (ii) types and specifications of the terminals to be utilized, (iii) accounting and auditing, (iv) permits required for licensee employees, (v) simulcast operations, (vi) annual reporting, and (vii) implementation by a licensee of a program to promote responsible gaming and the program's minimum requirements.

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

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

Public Comment Deadline: March 20, 2019.

Agency Contact: Kimberly Mackey, Regulatory Coordinator, Virginia Racing Commission, 5707 Huntsman Road, Suite 201-B, Richmond, VA 23250, telephone (804) 966-7406, or email kimberly.mackey@vrc.virginia.gov.

VA.R. Doc. No. R19-5684; Filed February 6, 2019, 9:58 a.m.

TITLE 4. CONSERVATION AND NATURAL RESOURCES

BOARD OF GAME AND INLAND FISHERIES

Final Regulation

REGISTRAR'S NOTICE: The Board of Game and Inland Fisheries is claiming an exemption from the Administrative Process Act pursuant to § 2.2-4002 A 3 of the Code of Virginia when promulgating regulations regarding the management of wildlife.

Title of Regulation: **4VAC15-360. Fish: Aquatic Invertebrates, Amphibians, Reptiles, and Nongame Fish (amending 4VAC15-360-30).**

Statutory Authority: §§ 29.1-103, 29.1-501, and 29.1-502 of the Code of Virginia.

Effective Date: March 1, 2019.

Agency Contact: Aaron Proctor, Regulations Coordinator, Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, VA 23228, telephone (804) 367-8341, or email aaron.proctor@dgif.virginia.gov.

Summary:

The amendments address snapping turtle population reduction concerns occurring from unregulated harvest by capping annual permit issuance, number of traps per permit, and minimum carapace (shell) length and imposing other conditions intended to keep the statewide harvest of breeding adults at or below 50,000 pounds annually to assure population viability while providing for regulated commercial harvest, including a Virginia residency requirement intended to buffer market-driven impacts when out-of-state commercial harvesters have accounted for as much as 70% of statewide harvests annually due to high market demands.

4VAC15-360-30. Taking of snapping turtles, crayfish and hellgrammites for sale.

A. It shall only be lawful to take and sell snapping turtles ~~and hellgrammites~~ with a Permit to Collect and Sell Snapping Turtles and Hellgrammites ~~or a Permit to Hold and Sell Certain Wildlife under such restrictions and conditions as the board may prescribe~~. The director may issue, deny, modify, suspend, or revoke a Permit to Collect and Sell Snapping Turtles and Hellgrammites. Such permits shall be valid provided that the harvest of snapping turtles is not otherwise prohibited by state or federal law or regulation. To be eligible to harvest snapping turtles, an applicant must be a Virginia resident and submit an annual report.

1. It shall be unlawful to harvest any snapping turtle with less than a 13-inch curved carapace length.

2. It shall be unlawful to harvest snapping turtles from October 1 through May 31.

3. It shall be unlawful for permit holders to take any species other than snapping turtles.

4. The department will issue a maximum of 25 permits per year. No more than one individual residing at a single address may be issued a permit. Permits are not transferable.

5. It shall be unlawful to operate more than 20 traps per permit. The permit number or name and address of [~~permittee~~ the permit holder] shall be marked on all traps.

6. Hoop nets or similar homemade traps shall be the only lawful form of trapping snapping turtles. Hoop nets or other traps shall not exceed six feet in length with a throat opening that does not exceed 36 inches.

7. Permit holders must check all traps at least once each day and remove all captured animals.

8. Permit applications will be issued in the order received, to the maximum annual number.

9. Failure to comply with the harvest and sales reporting requirements as detailed in conditions of the permit shall be unlawful and may result in immediate permit revocation and loss of harvest privileges for a minimum of one year.

10. It shall be the permit holder's responsibility to report "no activity" when no activity occurs during the permit period.

B. It shall only be lawful to take and sell hellgrammites with a Permit to Collect and Sell Snapping Turtles and Hellgrammites or a Permit to Hold and Sell Certain Wildlife under such restrictions and conditions as the board may prescribe.

C. It shall be lawful to hold and sell crayfish with a Permit to Hold and Sell Certain Wildlife under such restrictions as the board may prescribe.

VA.R. Doc. No. R19-5773; Filed January 29, 2019, 11:25 a.m.

Final Regulation

REGISTRAR'S NOTICE: The Board of Game and Inland Fisheries is claiming an exemption from the Administrative Process Act pursuant to § 29.1-701 E of the Code of Virginia, which provides that the board shall promulgate regulations to supplement Chapter 7 (§ 29.1-700 et seq.) of Title 29.1 of the Code of Virginia as prescribed in Article 1 (§ 29.1-500 et seq.) of Chapter 5 of Title 29.1 of the Code of Virginia.

Title of Regulation: **4VAC15-380. Watercraft: Motorboat Numbering (amending 4VAC15-380-120).**

Statutory Authority: §§ 29.1-701 and 29.1-701.1 of the Code of Virginia.

Effective Date: March 1, 2019.

Agency Contact: Aaron Proctor, Regulations Coordinator, Department of Game and Inland Fisheries, 7870 Villa Park Drive, Suite 400, Henrico, VA 23228, telephone (804) 367-8341, or email aaron.proctor@dgif.virginia.gov.

Summary:

The amendments (i) increase registration and titling fees and (ii) set out titling fees that previously were not included in the regulation.

4VAC15-380-120. Certificate of registration and titling fees.

A. The following fees shall be paid by applicants for certificates of registration:

For a motorboat under 16 feet	~~$27~~ $32
For a motorboat 16 feet to less than 20 feet	~~$31~~ $36
For a motorboat 20 feet to less than 40 feet	~~$37~~ $42
For a motorboat 40 feet and over	~~$45~~ $50
For first 10 actively registered motorboats by the same owner	~~$27~~ $32
For more than 10 actively registered motorboats by the same owner	~~$21~~ $26
For a duplicate certificate of registration ~~and/or~~ or decal	~~$9~~ $14

B. The following fees shall be paid by applicants for certificates of title:

Titling fee	$10
Duplicate title	$7
Change of motor on title	$7
Record supplemental lien on previously titled watercraft	$10

VA.R. Doc. No. R19-5774; Filed January 29, 2019, 11:34 a.m.

TITLE 8. EDUCATION

STATE BOARD OF EDUCATION

Proposed Regulation

Title of Regulation: **8VAC20-750. Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia (adding 8VAC20-750-5 through 8VAC20-750-110).**

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

Public Hearing Information:

March 21, 2019 - 12 noon - James Monroe Building, 101 North 14th Street, 22nd Floor, Conference Room, Richmond, VA 23219. The public hearing will begin immediately following adjournment of the Board of Education business meeting.

Public Comment Deadline: April 19, 2019.

Agency Contact: Emily V. Webb, Director for Board Relations, Department of Education, James Monroe Building, 101 North 14th Street, 25th Floor, Richmond, VA 23219, telephone (804) 225-2924, FAX (804) 225-2524, or email emily.webb@doe.virginia.gov.

Basis: The Board of Education's authority for promulgating regulations governing standards for accrediting public schools is § 22.1-253.13:3 of the Code of Virginia. The Board of Education's overall regulatory authority is § 22.1-16 of the Code of Virginia.

Chapter 142 of the 2015 Acts of Assembly added § 22.1-279.1:1 of the Code of Virginia, which requires the Board of Education to adopt regulations relating to the use of seclusion and restraint in public schools that (i) are consistent with its Guidelines for the Development of Policies and Procedures for Managing Student Behavior in Emergency Situations and the Fifteen Principles contained in the U.S. Department of Education's Restraint and Seclusion: Resource Document; (ii) include definitions, criteria for use, restrictions for use, training requirements, notification requirements, reporting requirements, and follow-up requirements; and (iii) address distinctions, including distinctions in emotional and physical development, between (a) the general student population and the special education student population and (b) elementary school students and secondary school students.

Purpose: The proposed regulatory action is necessary to fulfill the General Assembly's directive that regulations be developed in accordance with the 2014 recommendation of the Virginia Commission on Youth that certain principles contained in certain existing guidance documents have regulatory effect. The proposed regulatory action is intended to ensure that school personnel are properly trained to understand the circumstances in which seclusion or restraint may be used and on appropriate methods for secluding or

restraining students, in the interest of protecting both students and school personnel from harm.

Substance: The regulation governs the use of seclusion and restraint utilized for the purpose of behavioral intervention in the schools of the Commonwealth of Virginia.

To comply with the proposed regulation, school personnel must first determine whether the action constitutes restraint or seclusion as those terms are defined in 8VAC20-750-10. If the action does not meet the definition, or if the action falls under any of the "does not include" portions of the definitions in 8VAC20-750-10, then school personnel may act within their reasonable discretion. If the action falls within the definition of restraint or seclusion, it may be used, but only under the circumstances described in 8VAC20-750-40 and 8VAC20-750-50, and the action is subject to the other requirements of this chapter. In addition, 8VAC20-750-30 identifies certain practices that constitute restraint or seclusion that may be detrimental to the health, safety, or dignity of the student and that may never be used by school personnel.

Issues: The primary advantage to the public, specifically students and parents, will be a lessened risk of injury or other trauma, increased communication with parents, and more proactive consideration and implementation of positive behavioral interventions. The primary advantage to the agency is the ability to collect additional data regarding behavioral interventions in school settings.

The primary disadvantage to the regulated community, that is, school divisions within the Commonwealth, is the cost of providing training and the time required to report and debrief. Staff has identified no other disadvantages to the proposed regulation. School divisions will benefit from having trained personnel and from evidence-based positive behavioral interventions.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. Pursuant to Chapter 142 of the 2015 Acts of the General Assembly,[1] the Board of Education (Board) proposes to promulgate regulations on the use of seclusion and restraint in public elementary and secondary schools in the Commonwealth. Seclusion and restraint are not currently addressed in Board regulations.

Result of Analysis. The benefits likely exceed the costs for most proposed amendments.

Estimated Economic Impact.

Legislation and Regulation: The legislation specifies that:

> "The Board shall adopt regulations on the use of seclusion and restraint in public elementary and secondary schools in the Commonwealth that (i) are consistent with its Guidelines for the Development of Policies and Procedures for Managing Student Behavior in Emergency Situations[2] and the Fifteen Principles contained in the U.S. Department of Education's Restraint and Seclusion: Resource Document[3]; (ii) include definitions, criteria for use, restrictions for use, training requirements, notification requirements, reporting requirements, and follow-up requirements; and (iii) address distinctions, including distinctions in emotional and physical development, between (a) the general student population and the special education student population and (b) elementary school students and secondary school students."

In order to address the requirements of the legislation, the Board's proposed regulation defines what constitutes seclusion and physical restraint, as well as mechanical restraint, pharmacological restraint, and aversive stimuli. The proposed regulation bans the use of mechanical restraints, pharmacological restraints, and aversive stimuli, and describes the conditions under which it is permissible for a student to be restrained or secluded. The regulation also provides for notification and reporting to parents, for debriefing with staff and the student following incidents, and for follow-up when a student has been restrained or secluded more than twice during the course of a school year. In addition, the regulation also provides for reporting to the Virginia Department of Education (VDOE). The regulation also requires local school divisions to adopt policies and procedures regarding the use of seclusion and restraint. Finally, the regulation requires that all school personnel be trained in techniques for avoiding the use of seclusion and restraint and that school personnel who work with students who are likely to be restrained or secluded must receive additional training on safe methods for restraining or secluding a student.

Benefits: In a 2009 report[4] prepared for presentation to the U.S. House of Representatives' Committee on Education and Labor, the U.S. Government Accountability Office (GAO) identified several hundred cases of alleged abuse, including deaths that were related to the use of restraint or seclusion of children in public and private schools. The GAO observed that problems with untrained or poorly trained staff were often related to many instances of alleged abuse. The proposed required training and the banning of the use of mechanical restraints, pharmacological restraints, and aversive stimuli should help reduce the frequency and the magnitude of harm to students from seclusion and restraint. The proposed requirements for notification and reporting to parents and VDOE should help parents and state authorities be better informed. Better data may help state authorities make better-informed policy decisions.

Costs: The primary costs associated with the proposed regulation are associated with the training requirements. Through contact with training programs, VDOE has estimated that the average training program lasts three days and charges $2,328 per person. The requirements would apply to 2,112 public schools, and

assuming that there would be three employees to be trained at each school, the estimated direct cost for training statewide would be $14,748,941. During the three days away for training, the schools would need to employ substitutes. The estimated statewide cost for substitutes is $601,920. Beyond training, the proposed regulation also requires that additional staff time be spent on notifications, reporting and debriefing.

Businesses and Entities Affected. The proposed amendments potentially affect the more than 1,286,000 students in the Commonwealth's K through 12 public schools, the 132 local school divisions, and the Virginia Department of Education.

Localities Particularly Affected. The proposed amendments do not disproportionately affect particular localities.

Projected Impact on Employment. The proposed requirements that all school personnel be trained in techniques for avoiding the use of seclusion and restraint, and that school personnel who work with students who are likely to be restrained or secluded must receive additional training on safe methods for restraining or secluding a student, may increase employment at firms that supply such training.

Effects on the Use and Value of Private Property. The proposed training requirements may increase the value of firms that provide such training.

Real Estate Development Costs. The proposed amendments do not affect real estate development costs.

Small Businesses:

Definition. Pursuant to § 2.2-4007.04 of the Code of Virginia, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than $6 million."

Costs and Other Effects. The proposed regulation does not introduce costs for small businesses. Small firms that provide training on safe methods for restraining or secluding a student would benefit from the proposed regulation.

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

Adverse Impacts:

Businesses. The proposed amendments do not adversely affect businesses.

Localities. The proposed training requirements increase costs for local school divisions.

Other Entities. The proposed amendments do not adversely affect other entities.

[1]See http://townhall.virginia.gov/l/viewmandate.cfm?mandateid=615

[2]See http://www.doe.virginia.gov/support/student_conduct/guidelines_managing_behaviors_emergency.pdf

[3]See https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf

[4]See https://www.gao.gov/assets/130/122526.pdf

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

Summary:

Chapter 142 of the 2015 Acts of Assembly enacted § 22.1-279.1:1 of the Code of Virginia, which requires that the State Board of Education adopt regulations on the use of seclusion and restraint in Virginia primary and secondary schools. The resulting proposed regulation (i) defines what constitutes seclusion and physical restraint, as well as mechanical restraints, pharmacological restraints, and aversive stimuli; (ii) bans the use of mechanical restraints, pharmacological restraints, and aversive stimuli; (iii) describes the conditions under which it is permissible for a student to be restrained or secluded; (iv) provides for notification and reporting to parents, for debriefing with staff and the student following incidents, and for follow-up when a student has been restrained or secluded more than twice during the course of a school year; (v) provides for reporting to the Virginia Department of Education; (vi) requires local school divisions to adopt policies and procedures regarding the use of seclusion and restraint; and (vii) requires that all school personnel be trained in techniques for avoiding the use of seclusion and restraint and that school personnel who work with students who are likely to be restrained or secluded must receive additional training on safe methods for restraining or secluding a student.

CHAPTER 750
REGULATIONS GOVERNING THE USE OF SECLUSION AND RESTRAINT IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN VIRGINIA

8VAC20-750-5. Application.

A. This chapter is applicable to all students and school personnel in the public elementary and secondary schools of the Commonwealth of Virginia, as defined in 8VAC20-750-20. This chapter governs the use of seclusion and restraint for the purpose of behavioral intervention.

B. To comply with this chapter, school personnel must first determine whether the action constitutes restraint or seclusion, as defined in 8VAC20-750-10. If the action does not meet the definition, or if the action falls under any of the "does not include" portions of the definitions in 8VAC20-750-10, then school personnel may act within their reasonable discretion. If the action falls within the definition of restraint or seclusion, it may be used, but only under the circumstances

described in 8VAC20-750-40 and 8VAC20-750-50, and is subject to the other requirements of this chapter.

C. 8VAC20-750-30 identifies certain practices that constitute restraint or seclusion that may be detrimental to the health, safety, or dignity of the student and that may never be used by school personnel.

8VAC20-750-10. Definitions related to permitted and prohibited actions.

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

"Aversive stimuli" means interventions that are intended to induce pain or discomfort to a student for the purposes of punishing the student or eliminating or reducing maladaptive behaviors, such as:

1. Noxious odors and tastes;

2. Water and other mists or sprays;

3. Blasts of air;

4. Corporal punishment as defined in § 22.1-279.1 of the Code of Virginia;

5. Verbal and mental abuse;

6. Forced exercise when:

a. The student's behavior is related to the student's disability;

b. The exercise would have a harmful effect on the student's health; or

c. The student's disability prevents participation in such activities; or

7. Deprivation of necessities, including:

a. Food and liquid at a time it is customarily served;

b. Medication; or

c. Use of the restroom.

"Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

"Mechanical restraint" means the use of any material, device, or equipment to restrict a student's freedom of movement. The term "mechanical restraint" does not include the devices implemented by trained school personnel or used by a student that have been prescribed by an appropriate medical or related service professional and are used with parental consent and for the specific and approved purposes for which such devices were designed, such as:

1. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;

2. Vehicle restraints, including seat belts, when used as intended during the transport of a student in a moving vehicle;

3. Restraints for medical immobilization;

4. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm; or

5. High chairs and feeding stations used for age or developmentally appropriate students.

"Pharmacological restraint" means a drug or medication used on a student to control behavior or restrict freedom of movement that is not (i) prescribed by a licensed physician or other qualified health professional under the scope of the professional's authority for the standard treatment of a student's medical or psychiatric condition and (ii) administered as prescribed by a licensed physician or other qualified health professional acting under the scope of the professional's authority.

"Physical restraint" means a personal restriction that immobilizes or reduces the ability of a student to move freely. The term "physical restraint" does not include (i) briefly holding a student to calm or comfort the student; (ii) holding a student's hand or arm to escort the student safely from one area to another; or (iii) the use of incidental, minor, or reasonable physical contact or other actions designed to maintain order and control.

"Restraint" means mechanical restraint, physical restraint, or pharmacological restraint.

"Seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Provided that no such room or space is locked, the term "seclusion" does not include (i) time-out, as defined in this chapter; (ii) in-school suspension; (iii) detention; (iv) student-requested breaks in a different location in the room or in a separate room; (v) removal of a student for a short period of time from the room or a separate area of the room to provide the student with an opportunity to regain self-control, so long as the student is in a setting from which the student is not physically prevented from leaving; (vi) removal of a student for disruptive behavior from a classroom by the teacher as provided in § 22.1-276.2 of the Code of Virginia; or (vii) confinement of a student alone in a room or area from which the student is physically prevented from leaving during the investigation and questioning of the student by school personnel regarding the student's knowledge of or participation in events constituting a violation of the code of student conduct, such as a physical altercation, or an incident involving drugs or weapons.

"Time-out" means a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

8VAC20-750-20. General definitions.

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

"Behavioral intervention plan" or "BIP" means a plan that utilizes positive behavioral interventions and supports to address (i) behaviors that interfere with a student's learning or that of others or (ii) behaviors that require disciplinary action.

"Board" means the Virginia Board of Education.

"Business day" means Monday through Friday, 12 months of the year, exclusive of federal and state holidays (unless holidays are specifically included in the designation of business days).

"Chapter" means these regulations, that is, Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia, 8VAC20-750.

"Calendar days" means consecutive days, inclusive of Saturdays and Sundays. Whenever any period of time fixed by this chapter expires on a Saturday, Sunday, federal holiday, or state holiday, the period of time for taking such action shall be extended to the next day that is not a Saturday, Sunday, federal holiday, or state holiday.

"Child with a disability" or "student with a disability" means a public elementary or secondary school student evaluated in accordance with the provisions of 8VAC20-81 as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disability (referred to in 8VAC20-81 as an emotional disability), an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities who, by reason thereof, requires special education and related services. This also includes developmental delay if the school division recognizes this category as a disability under 8VAC20-81-80 M 3. If it is determined through an appropriate evaluation that a child has one of the disabilities identified but only needs related services and not special education, the child is not a child with a disability under 8VAC20-81. If the related service required by the child is considered special education rather than a related service under Virginia standards, the child would be determined to be a child with a disability. As used in this chapter, the disability categories set forth in this definition and the terms "special education" and "related services" shall have the meanings set forth in 8VAC20-81-10.

"Day" means calendar day unless otherwise designated as business day or school day.

"Department" means the Virginia Department of Education.

"Evaluation" means procedures used in accordance with 8VAC20-81 to determine whether a child has a disability and the nature and extent of the special education and related services the child needs.

"Functional behavioral assessment" or "FBA" means a process to determine the underlying cause or functions of a student's behavior that impede the learning of the student or the learning of the student's peers. A functional behavioral assessment may include a review of existing data or new testing data or evaluation as determined as set forth in 8VAC20-750-70.

"Individualized education program" or "IEP" means a written statement for a child with a disability that is developed, reviewed, and revised at least annually in a team meeting in accordance with the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8VAC20-81). The IEP specifies the individual educational needs of the child and what special education and related services are necessary to meet the child's educational needs.

"Individualized education program team" or "IEP team" means a group of individuals described in 8VAC20-81-110 that is responsible for developing, reviewing, or revising an IEP for a child with a disability.

"School day" means any day, including a partial day, that students are in attendance at school for instructional purposes. The term has the same meaning for all students in school, including students with and without disabilities.

"School personnel" means individuals employed by the school division on a full-time or part-time basis or as independent contractors or subcontractors as instructional, administrative, and support personnel and include individuals serving as a student teacher or intern under the supervision of appropriate school personnel.

"Section 504 plan" means a written plan of modifications and accommodations under Section 504 of the Rehabilitation Act of 1973 (29 USC § 794).

"Student" means any student, with or without a disability, enrolled in a public elementary or secondary school as defined in § 22.1-1 of the Code of Virginia.

1. For purposes of this chapter, the term "student" shall also include those students (i) attending a public school on a less-than-full-time basis, such as those students identified in § 22.1-253.13:2 N of the Code of Virginia; (ii) receiving homebound instruction pursuant to 8VAC20-131-180 and as defined in 8VAC20-81-10, without regard to special education status; (iii) receiving home-based instruction pursuant to 8VAC20-81-10; and (iv) who are preschool students enrolled in a program operated by a school division or receiving services from school personnel.

2. As used in this chapter, "student" shall not include children meeting compulsory attendance requirements of § 22.1-254 of the Code of Virginia by (i) enrollment in private, denominational, or parochial schools; (ii) receipt of instruction by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the relevant division superintendent; or (iii) receipt of home instruction pursuant to § 22.1-254 of the Code of Virginia. With regard to restraint and seclusion, students placed through public or private means in a private day or residential school for students with disabilities shall be afforded the protections set forth in 8VAC20-671.

8VAC20-750-30. Prohibited actions.

A. The following actions are prohibited in the public elementary and secondary schools in the Commonwealth of Virginia:

1. Use of mechanical restraints.

2. Use of pharmacological restraints.

3. Use of aversive stimuli.

4. Use of restraint or seclusion in any manner that restricts a student's breathing or harms the student.

5. Use of physical restraint or seclusion as (i) punishment or discipline; (ii) a means of coercion or retaliation; (iii) a convenience; (iv) to prevent property damage, or in any manner other than as provided in 8VAC20-750-40 and 8VAC20-750-50.

6. Use of corporal punishment.

7. Use of seclusion rooms or freestanding units not meeting the standards set forth in this chapter.

8. Use of restraint or seclusion when medically or psychologically contraindicated as stated in documentation by the IEP team, the student's Section 504 team, school professionals, or by a licensed physician, psychologist, or other qualified health professional under the scope of the professional's authority.

B. Nothing in this section shall be construed to prohibit physical restraint or seclusion under the conditions outlined in 8VAC20-750-40 and 8VAC20-750-50.

8VAC20-750-40. Use of physical restraint and seclusion.

A. Nothing in this chapter shall be construed to require a school division to employ physical restraint or seclusion in its schools. School divisions electing to use physical restraint and seclusion shall comply with the requirements of this chapter.

B. School personnel may implement physical restraint or seclusion only when other interventions are or would be, in the reasonable judgment of the particular school personnel implementing physical restraint or seclusion in an emergency situation, ineffective and only to:

1. Prevent a student from inflicting serious physical harm or injury to self or others;

2. Quell a disturbance or remove a student from the scene of a disturbance in which such student's behavior or damage to property threatens serious physical harm or injury to persons;

3. Defend self or others from serious physical harm or injury;

4. Obtain possession of controlled substances or paraphernalia that are upon the person of the student or within the student's control; or

5. Obtain possession of weapons or other dangerous objects that are upon the person of the student or within the student's control.

C. Physical restraint and seclusion shall be discontinued as soon as the imminent risk of serious physical harm or injury to self or others presented by the emergency situation has dissipated.

D. Nothing in this section shall be construed to require school personnel to attempt to implement a less restrictive intervention prior to using physical restraint or seclusion when, in the reasonable judgment of the school personnel in an emergency situation, a less restrictive intervention would be ineffective.

E. Unless a student's damage to property creates an imminent risk of serious physical harm or injury to the student or others, the damage of property does not itself indicate an imminent risk of serious physical harm or injury and shall not be the justification for the restraint or seclusion of a student.

F. Any incident involving physical restraint or seclusion in any of the circumstances described in this section shall be subject to the requirements of 8VAC20-750-50 through 8VAC20-750-100.

8VAC20-750-50. Seclusion; standards for use.

A. School divisions electing to use seclusion as permitted by this chapter shall meet the following structural and physical standards for rooms designated by the school to be used for seclusion:

1. Any seclusion room or area shall be free of any objects or physical features that may cause injury to the student.

2. Any seclusion room or area shall be of sufficient dimensions and shall have sufficient lighting, heating, cooling, and ventilation to comport with the dignity and safety of the student.

3. Windows in the seclusion room shall be constructed to minimize breakage and otherwise prevent the occupant from harming himself.

4. All space in the seclusion room shall be visible through the door, either directly or by mirrors.

B. School divisions electing to use seclusion as authorized by this chapter shall provide for the continuous visual monitoring of any seclusion, either by the presence of school personnel in the seclusion room or area or observation by school personnel through a window, viewing panel, or half-door.

C. School divisions electing to use seclusion as authorized by this chapter shall include within their local policies and procedures provisions that address the appropriate use and duration of seclusion based upon the age and development of the student.

8VAC20-750-60. Notification and reporting.

A. When any student has been physically restrained or secluded:

1. The school personnel involved shall report the incident and the use of any related first aid to the school principal or the principal's designee as soon as possible by the end of the school day in which the incident occurred; and

2. The school principal or the principal's designee, or other school personnel shall make a reasonable effort to ensure that direct contact is made with the student's parent, either in person or through telephone conversation, or other means of communication authorized by the parent, such as email, to notify the parent of the incident and any related first aid on the day the incident occurred.

B. When any student has been physically restrained or secluded after the regular school day, the notifications required by subsection A of this section shall be made as soon as practicable in compliance with the school division's school crisis, emergency management, and medical emergency response plan required by § 22.1-279.8 of the Code of Virginia.

C. As soon as practicable, but no later than two school days after an incident in which physical restraint or seclusion has been implemented, the school personnel involved in the incident or other school personnel, as may be designated by the principal, shall complete and provide to the principal or the principal's designee a written incident report. The school division shall provide the parent with a copy of the incident report within seven calendar days of the incident.

The written incident report shall contain information sufficient to inform the parent about the incident. Such information would typically include the following:

1. Student name, age, gender, grade, and ethnicity;

2. Location of the incident;

3. Date, time, and total duration of incident, including documentation of the beginning and ending time of each application of physical restraint or seclusion;

4. Date of report;

5. Name of person completing the report;

6. School personnel involved in the incident, their roles in the use of physical restraint or seclusion, and documentation of their completion of the division's training program;

7. Description of the incident, including the resolution and process of return of the student to the student's educational setting, if appropriate;

8. Detailed description of the physical restraint or seclusion method used;

9. Student behavior that justified the use of physical restraint or seclusion;

10. Description of prior events and circumstances prompting the student's behavior, to the extent known;

11. Less restrictive interventions attempted prior to the use of physical restraint or seclusion, and an explanation if no such interventions were employed;

12. Whether the student has an IEP, a Section 504 plan, a BIP, or other plan;

13. If a student, school personnel, or any other individual sustained bodily injury, the date and time of nurse or emergency response personnel notification and the treatment administered, if any;

14. Date, time, and method of parental notification of the incident, as required by this section; and

15. Date, time, and method of school personnel debriefing.

D. Following an incident of physical restraint or seclusion, the school division shall ensure that, within two school days, the principal or the principal's designee reviews the incident with all school personnel who implemented the use of physical restraint or seclusion to discuss:

1. Whether the use of restraint or seclusion was implemented in compliance with this chapter and local policies; and

2. How to prevent or reduce the future need for physical restraint or seclusion.

E. As appropriate, depending on the student's age and developmental level, following each incident of physical restraint or seclusion the school division shall ensure that, as soon as practicable, but no later than two school days or upon the student's return to school, the principal or the principal's

designee shall review the incident with the student involved to discuss:

1. Details of the incident in an effort to assist the student and school personnel in identifying patterns of behaviors, triggers, or antecedents; and

2. Alternative positive behaviors or coping skills the student may utilize to prevent or reduce behaviors that may result in the application of physical restraint or seclusion.

F. The principal or the principal's designee shall regularly review the use of physical restraint or seclusion to ensure compliance with school division policy and procedures. When there are multiple incidents within the same classroom or by the same individual, the principal or the principal's designee shall take appropriate steps to address the frequency of use.

8VAC20-750-70. School division policies and procedures.

A. Each school division that elects to use physical restraint or seclusion shall develop and implement written policies and procedures that meet or exceed the requirements of this chapter and that include, at a minimum, the following:

1. A statement of intention that the school division will encourage the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion.

2. Examples of the positive behavioral interventions and support strategies consistent with the student's rights to be treated with dignity and to be free from abuse that the school division uses to address student behavior, including the appropriate use of effective alternatives to physical restraint and seclusion.

3. A description of initial and advanced training for school personnel that addresses (i) appropriate use of effective alternatives to physical restraint and seclusion and (ii) the proper use of restraint and seclusion.

4. A statement of the circumstances in which physical restraint and seclusion may be employed, which shall be no less restrictive than that set forth in 8VAC20-750-40 and 8VAC20-750-50.

5. Provisions addressing the:

a. Notification of parents regarding incidents of physical restraint or seclusion, including the manner of such notification;

b. Documentation of the use of physical restraint and seclusion;

c. Continuous visual monitoring of the use of any physical restraint or seclusion to ensure the appropriateness of such use and the safety of the student being physically restrained or secluded, other students, school personnel, and others. These provisions shall include exceptions for emergency situations in which securing visual monitoring before implementing the physical restraint or seclusion would, in the reasonable judgment of the school personnel implementing the physical restraint or seclusion, result in serious physical harm or injury to persons; and

d. Securing of any room in which a student is placed in seclusion. These provisions shall ensure that any seclusion room or area meet specifications for size and viewing panels that ensure the student's safety at all times, including during a fire or other emergency, as required by this chapter.

B. School divisions utilizing school resource officers shall enter into a memorandum of understanding with local law enforcement addressing the use of seclusion and restraint by law enforcement personnel in school settings.

C. Each school division shall review its policies and procedures regarding physical restraint and seclusion at least annually and shall update these policies and procedures as appropriate. In developing, reviewing, and revising its policies, school divisions shall consider the distinctions in emotional and physical development between elementary and secondary students and between students with and without disabilities.

D. Consistent with § 22.1-253.13:7 D of the Code of Virginia, a current copy of a school division's policies and procedures regarding restraint and seclusion shall be posted on the school division's website and shall be available to school personnel and to the public. School boards shall ensure that printed copies of such policies and procedures are available as needed to citizens who do not have online access.

E. In developing their policies and procedures, school divisions shall give due consideration to practices that encourage parent involvement and collaboration with regard to these matters.

8VAC20-750-80. Prevention; multiple uses of restraint or seclusion.

A. In the initial development and subsequent review and revision of a student's IEP or Section 504 plan, the student's IEP or Section 504 team shall consider whether the student displays behaviors that are likely to result in the use of physical restraint or seclusion. If the IEP or Section 504 team determines that future use is likely, the team shall consider, among other things, the need for (i) an FBA; (ii) a new or revised BIP that addresses the underlying causes or purposes of the behaviors as well as de-escalation strategies, conflict prevention, and positive behavioral interventions; (iii) any new or revised behavioral goals; and (iv) any additional evaluations or reevaluations.

Within 10 school days following the second school day in a single school year on which an incident of physical restraint

or seclusion has occurred, the student's IEP or Section 504 team shall meet to discuss the incident and to consider, among other things, the need for (i) an FBA; (ii) a new or revised BIP that addresses the underlying causes or purposes of the behaviors as well as de-escalation strategies, conflict prevention, and positive behavioral interventions; (iii) any new or revised behavioral goals; and (iv) any additional evaluations or reevaluations.

B. For students other than those described in subsection A of this section, within 10 school days of the second school day in a single school year on which an incident of physical restraint or seclusion has occurred, a team consisting of the parent, the principal or the principal's designee, a teacher of the student, school personnel involved in the incident (if not the teacher or administrator already invited), and other appropriate school personnel, such as a school psychologist, school counselor, or school resource officer, as determined by the school division, shall meet to discuss the incident and to consider, among other things, the need for (i) an FBA; (ii) a new or revised BIP that addresses the underlying causes or purposes of the behaviors as well as de-escalation strategies, conflict prevention, and positive behavioral interventions; and (iii) a referral for evaluation.

C. Nothing in this section shall be construed to (i) excuse the team convened under subsection B of this section or its individual members from the obligation to refer the student for evaluation if the team or members have reason to suspect that the student may be a student with a disability; or (ii) prohibit the completion of an FBA or BIP for any student, with or without a disability, who might benefit from these measures but whose behavior has resulted in fewer than two incidents of physical restraint or seclusion in a single school year.

8VAC20-750-90. Annual reporting.

The principal or the principal's designee shall submit to the division superintendent a report on the use of physical restraint and seclusion in the school based on the individual incident reports completed and submitted to the principal or the principal's designee by school personnel pursuant to 8VAC20-750-60 C. The division superintendent shall annually report the frequency of such incidents to the Superintendent of Public Instruction on forms that shall be provided by the Department of Education and shall make such information available to the public.

8VAC20-750-100. Training.

School divisions that employ physical restraint or seclusion shall:

1. Ensure that all school personnel receive initial training that focuses on skills related to positive behavior support, conflict prevention, de-escalation, and crisis response;

2. Ensure that all school personnel receive initial training regarding the regulations, policies, and procedures governing the use of physical restraint and seclusion;

3. Provide advanced training in the use of physical restraint and seclusion for at least one administrator in every school building and for school personnel assigned to work with any student whose IEP or Section 504 team determines the student is likely to be physically restrained or secluded; and

4. Ensure that any initial or advanced training is evidence-based.

8VAC20-750-110. Construction and interpretation.

Nothing in this chapter shall be construed to modify or restrict:

1. The initial authority of teachers to remove students from a classroom pursuant to § 22.1-276.2 of the Code of Virginia;

2. The authority and duties of school resource officers and school security officers, as defined in § 9.1-101 of the Code of Virginia, except to the extent governed by a memorandum of understanding between the local law enforcement agency and the school division;

3. The authority of the Virginia Department of Juvenile Justice with regard to students in its custody at any of its sites or in any of its programs; or

4. The civil immunity afforded teachers employed by local school boards for any acts or omissions resulting from the supervision, care, or discipline of students when such acts or omissions are within such teacher's scope of employment and are taken in good faith in the course of supervision, care, or discipline of students, unless such acts or omissions were the result of gross negligence or willful misconduct, as provided in § 8.01-220.1:2 of the Code of Virginia.

VA.R. Doc. No. R15-4323; Filed December 20, 2018, 12:15 p.m.

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Forms

REGISTRAR'S NOTICE: Forms used in administering the regulation have been 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.

Title of Regulation: **9VAC25-193. Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Concrete Products Facilities.**

Agency Contact: Gary E. Graham, Regulatory Analyst, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219, email gary.graham@deq.virginia.gov.

FORMS (9VAC25-193)

Department of Environmental Quality Water Division Permit Application Fee Form, Form 5 (rev. 10/2018)

~~Registration Statement for the General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Concrete Products Facilities, VAG11 (rev. 4/2013)~~

Registration Statement for Dischargers Associated with Concrete Products Facilities Authorized under VPDES General Permit VAG11 (rev. 1/2019)

VA.R. Doc. No. R19-5815; Filed January 28, 2019, 9:34 a.m.

Forms

REGISTRAR'S NOTICE: Forms used in administering the regulation have been filed by the agency. The form is 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 form is 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.

Title of Regulation: **9VAC25-890. General VPDES Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.**

Agency Contact: Gary E. Graham, Regulatory Analyst, Department of Environmental Quality, 1111 East Main Street, Suite 1400, Richmond, VA 23219, or email gary.graham@deq.virginia.gov.

FORMS (9VAC25-890)

MS4 Nutrient Credit Acquisition Form, MS4-SCAFv1 (eff. 9/2018)

MS4 Sediment Credit Acquisition Form, MS4-SCAFv1 (eff. 9/2018)

General Permit Registration Statement for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (VAR04), MS4-RS (eff. 5/2018)

VA.R. Doc. No. R19-5814; Filed January 31, 2019, 2:52 p.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF PHARMACY

Notice of Extension of Emergency Regulation

Title of Regulation: **18VAC110-60. Regulations Governing Pharmaceutical Processors (adding 18VAC110-60-10 through 18VAC110-60-330).**

Statutory Authority: §§ 54.1-2400 and 54.1-3442.6 of the Code of Virginia.

Expiration Date Extended Through: August 5, 2019.

The Governor approved the request of the Board of Pharmacy to extend the expiration date of the emergency regulation for six months as provided by § 2.2-4011 D of the Code of Virginia. Therefore, the emergency regulation will continue in effect through August 5, 2019. The emergency regulation relates to permitting pharmaceutical processors for dispensing of cannabidiol or THC-A oil. The Board of Pharmacy is in the process of promulgating a replacement regulation, and the expiration of the emergency regulation would be a serious disruption to the permitting process. The emergency regulation was published in 33:25 VA.R. 2818-2835 August 7, 2017, and amended in 35:5 VA.R. 893-902 October 29, 2018.

Agency Contact: Caroline Juran, RPh, Executive Director, Board of Pharmacy, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4456, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

VA.R. Doc. No. R17-4878; Filed February 5, 2019, 3:05 p.m.

EXECUTIVE ORDER NUMBER TWENTY-NINE (2019)

Establishment of the Virginia Council on Environmental Justice

Importance of Environmental Justice

The Constitution of Virginia states that it is the Commonwealth's policy to "protect its atmosphere, lands, and waters from pollution, impairment, or destruction, for the benefit, enjoyment, and general welfare of the people of the Commonwealth." The protection of our natural resources applies equally to all individuals. All deserve to live in a healthy environment. The Commonwealth has a duty to protect our air, water, and land, and to ensure that no community in Virginia is disproportionately impacted by the negative effects of climate change.

Environmental justice is defined by the U.S. Environmental Protection Agency as the fair treatment and meaningful involvement of all people regardless of race, color, faith, national origin, or income, in the development, implementation, and enforcement of environmental laws, regulations, and policies.

No population, especially minority, low-income, or historically-underserved communities, should face higher levels or greater impacts of pollution than other populations. Some of these communities face more severe environmental degradation, which disproportionally affects public health and quality of life.

Recommendations to ensure that environmental justice concerns are understood, and that a framework is in place to address these concerns, are extremely valuable to the Commonwealth. While some state agencies incorporate environmental justice into their review process, there is currently no consistency in how these issues are evaluated. The Virginia Council on Environmental Justice (Council) will help generate proposals for consistent approaches to evaluate environmental justice.

Establishment of the Virginia Council on Environmental Justice

The Commonwealth requires a consistent, action-oriented approach to incorporating environmental justice into decision-making. The Council will provide recommendations to establish a foundation of environmental justice principles intended to protect vulnerable communities from disproportionate impacts of pollution. Accordingly, I hereby formally convene this Council to provide independent advice and recommendations to the Executive Branch.

Composition and Support of the Council

The Governor will appoint members to carry out the assigned functions of the Council, and the members shall serve at the Governor's pleasure. The Governor may make appointments to the Council at any time. The Secretary of Natural Resources (Secretary) will designate from the appointed Council members a chair and a vice chair. Subject to the approval of the Secretary, the Council chair may appoint Council members to subcommittees to address specific topics between meetings of the full Council. The Council shall consult with the Secretary or the Secretary's designee to gain an understanding of emerging issues where their advice would be helpful to the Council. The Council may consult with issue area experts and members of the public to help develop recommendations and advice for the Commonwealth.

The Secretary will provide staff support for the Council. The Secretary of Health and Human Resources and the Secretary of Commerce and Trade may provide additional support and expertise as needed. The Council will serve in an advisory role without compensation, in accordance with § 2.2-2100 of the Code of Virginia, and will meet quarterly, at a minimum.

Duties of the Council

The Council shall issue a report to the Governor. This report shall provide advice and recommendations, demonstrating the Council's progress, and be submitted no later than January 22, 2020. The Council shall provide any additional reports and recommendations as requested by the Secretary or state agencies seeking specific advice.

The Council shall prioritize providing guidance for the development of policies and procedures to address environmental justice in its report. Proposing a long-term framework for the state, focusing on equality and equity, to ensure environmental justice issues are heard is essential. This framework shall also include recommendations on the integration of environmental justice considerations into existing state policies, permits, programs, and procedures. The Council shall provide options, across state agencies, for the Governor to consider.

The guidance shall focus on the following issues:

A. Communications and partnerships: A focus on the experience of minority, low-income, and underserved communities in formulating environmental justice policies and procedures is an important part of having a meaningful impact. Executive Order Six (EO-6) supports the critical role of the Virginia Department of Environmental Quality in protecting Virginia's air, water, and public health. EO-6 strives to enhance communications providing more opportunities for proactive education, especially among underserved communities. The communication goals outlined in EO-6 should guide the Council as it looks at other agencies and their communication with stakeholders.

As Virginia evolves and new environmental justice issues emerge, communication and partnerships with stakeholders will be extremely important. In its report, the Council shall suggest a framework that includes best practices, tools, and different approaches to enhance communications and build

partnerships in vulnerable communities regarding state decisions. Such advice should help to ensure engagement in decision-making, capacity-building in disproportionately-burdened communities, and collaborative problem solving. The Council shall also provide recommendations on strengthening partnerships among governmental agencies, including federal, state, tribal, and local governments.

B. Public health: Protecting public health is a priority for the Commonwealth. In its report, the Council shall suggest a framework to use in identifying potential risks or disproportionate public health impacts related to environmental pollution.

C. Local governments: Many decisions affecting efforts to ensure environmental justice are made at the local level. The Council shall suggest an environmental justice framework, for local governments to reference as guidance.

D. The report shall include solutions such as proposed legislation, regulations, policies, and research initiatives. The Council's report shall also consider the following items and include specific recommendations regarding:

1. Climate change and resilience: Climate change is one of the biggest threats of our time, and its impacts can disproportionately affect minority, low-income and historically-underserved communities. Executive Order Twenty-Four (EO-24) was issued to increase Virginia's resilience to recurrent flooding, sea level rise, and other natural hazards. The Council shall consider EO-24 as it provides advice on this issue and include suggestions for resilience investments that would help reduce impacts on vulnerable communities. The Council may also recommend ways to increase equitable renewable energy development, clean energy technology, and energy efficiency programs to help ensure these climate solutions are available to all.

2. Transportation systems: Low-income and minority communities can be more vulnerable to health impacts from transportation pollution and may lack access to cleaner public transportation and walking or biking routes. The Council shall examine transportation systems and include recommendations regarding areas that could be improved to reduce air pollution and other transportation-related environmental concerns and to provide equitable access to clean and efficient transportation choices.

3. Clean energy transition: Many communities impacted by reduced demand for thermal coal are in rural areas. A just transition is crucial, and sustainable economic development is increasingly important. The Council shall research Virginia's regions that are transitioning away from coal and provide recommendations to support those communities.

4. Outdoor access: Public spaces should serve everyone. Equal and equitable access to these spaces and natural areas is critical to fostering healthy communities. The Council shall provide recommendations for best practices and tools to ensure that all communities have public access to outdoor areas.

The Council shall solicit public comments and recommendations addressing these issues. The Council shall consider different perspectives and provide balanced advice and recommendations to the Governor.

Effective Date of the Executive Order

This Executive Order shall be effective upon signing and shall remain in full force and effect for a year from its signing, pursuant to § 2.2-134 and § 2.2-135 of the Code of Virginia, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 22nd day of January 2019.

/s/ Ralph S. Northam
Governor

GUIDANCE DOCUMENTS

PUBLIC COMMENT OPPORTUNITY

Pursuant to § 2.2-4002.1 of the Code of Virginia, a certified guidance document is subject to a 30-day public comment period after publication in the Virginia Register of Regulations and prior to the guidance document's effective date. During the initial or additional public comment period, comments may be made through the Virginia Regulatory Town Hall website (http://www.townhall.virginia.gov) or sent to the agency contact. Under subsection C of § 2.2-4002.1, the effective date of the guidance document may be delayed for an additional comment period.

The following guidance documents have been submitted for publication by the listed agencies to initiate or extend a public comment period. Online users of this issue of the Virginia Register of Regulations may click on the name of a guidance document to access it. Guidance documents are also available on the Virginia Regulatory Town Hall (http://www.townhall.virginia.gov) or from the agency contact or may be viewed at the Office of the Registrar of Regulations, 900 East Main Street, Richmond, Virginia 23219.

BOARD OF PSYCHOLOGY

Titles of Documents: Guidance Document on the Practice of Conversion Therapy.

Public Comment Deadline: March 20, 2019.

Effective Date: March 21, 2019.

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

SAFETY AND HEALTH CODES BOARD

Titles of Documents: Administrative Regulation Manual for the Virginia Occupational Safety and Health Program, 12-003H.

Amendment to the Flammable Liquid Standard for General Industry § 1910.106 - CFR Correction, 12-211.

Occupational Exposure to Cotton Dust, § 1910.1043, 12-410A.

Occupational Exposure to Beryllium, General Industry, § 1910.1024, 12-427B.

Public Comment Deadline: March 20, 2019.

Effective Date: March 21, 2019.

Agency Contact: Jay Withrow, Director, Legal Support, Safety and Health Codes Board, 600 East Main Street, Suite 207, Richmond, VA 23219, telephone (804) 786-9873, or email jay.withrow@doli.virginia.gov.

ANNUAL LIST

Section 2.2-4103.1 of the Code of Virginia requires annual publication in the Virginia Register of Regulations 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, interpretation, or implementation of these documents may be directed to Nancy J. Glynn, CPA, Executive Director, at the address provided.

Guidance Documents:

3638, Board of Accountancy Rights and Responsibilities under FOIA, 6/27/2016

3639, Adjudication Manual, 11/20/2013

5970, VBOA Policy #1: Trust Account, 12/31/2018

5971, VBOA Policy #2: Continuing Professional Education Guidelines for Sponsors, 12/31/2018

5972, VBOA Policy #3: Substantially Equivalent Jurisdictions, 12/31/2018

5973, VBOA Policy #4: Continuing Professional Education Guidelines for CPAs, 12/31/2018

5974, VBOA Policy #5: Publication of Disciplinary Action, 12/31/2018

5975, VBOA Policy #6: CPA and International Qualification Examinations, 12/31/2018

5976, VBOA Policy #7: Peer Review Oversight Committee, 12/31/2018

5977, VBOA Policy #8: Ethics Committee, 12/31/2018

5978, VBOA Policy #9: Active - CPE Exempt Status Procedure for Approval/Denial/Appeal, 12/31/2018

5979, VBOA Policy #10: Electronic Participation in Virginia Board of Accountancy Meetings, 12/31/2018

5980, Supplement to Adjudication Manual, 10/15/2015

6132, Education Handbook, 9/1/2017

6208, CPE Violation Penalties - Guidelines, 2/8/2018

6230, Non-CPE Violation Penalties - Guidelines, 6/14/2017

6259, CPE Credit for Certifications/Exams/Licensures, 6/21/2018

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 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.

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 updated routinely. 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 at http://www.townhall.virginia.gov or from the department website at http://www.dars.virginia.gov where indicated. Documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the department's central office location at 8004 Franklin Farms Drive, Richmond Virginia 23229. Contact the individual listed on each individual document for more information. If no listing appears, contact Charlotte Arbogast, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7093. Costs for printing hard copies of these documents vary with the document requested.

Guidance Documents:

4519, Virginia Guide to Supported Employment and Job Coach Training Services, 5/13/2015

4520, Consumer's Guide to Self-Employment, 7/1/2012

4525, Long Term Employment Support Services (LTESS) & Extended Employment Services (EES) Policy Manual, 12/1/2015

4531, Human Research Procedures Manual, 12/1/2011

4532, Personal Assistance Services Program Handbook, 9/12/2011

4540, State Plan for Independent Living, 9/1/2016

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

5100, Virginia's State Plan for Aging (October 1, 2015 – September 30, 2019), 10/1/2015

5335, AS Assisted Living Facility Private Pay Assessment Manual, 12/1/2015

5343, AS Broadcast 5696 Revised Adult Protective Services (APS) Minimum Training Standards, 6/23/2009

5346, AS Auxiliary Grant Policy Manual Chapters A-L and Transmittals, 12/6/2018

5348, AS Assisted Living Facility Assessment Manual, 6/1/2016

6264, Licensed Behavioral Health Services Guidance and Fees Document, 10/1/2013

6494, Work Incentives Specialist Advocate (WISA) Manual, 10/17/2018

6495, VDA Aging Services Standards: All Standards Combined, 11/2/2018

6496, Pre-Employment Transition Services Manual, 11/8/2018

6497, Office of State Long-Term Care Ombudsman Policies and Procedures, 8/1/2018

6498, Senior Community Service Employment Program State Plan for Program Years 2016-2019, 6/1/2018

6499, Board & Advisory Council Handbook for Virginia's Area Agencies on Aging, 12/23/2015

6500, Auxiliary Grant in Supportive Housing: Provider Operating Manual, 11/14/2018

6501, User's Manual: Uniform Assessment Instrument, 2/1/2017

6504, Assisted Living Facility Relocation Plan, 6/29/2018

4521, Vocational Evaluation Best Practices Manual, 10/28/1993

4522, DRS Policy and Procedure Manual, 12/3/2018

4526, 2016-2020 Workforce Innovation and Opportunity Act Combined State Plan, 7/1/2018

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

4541, Centers for Independent Living General Policies and Procedures Manual, 1/10/2017

4545, Wilson Workforce and Rehabilitation Center Governance Manual, 11/8/2018

5082, Guidance for the Provision of Community Support Services (CSS), 8/1/2018

5158, VDA National Family Caregiver Support Guidance, 7/27/2017

5159, VDA Cost Sharing/Fee for Service Policy, 12/3/2013

5160, VDA Grants Manual, 1/24/2018

5161, VDA Farm Market Fresh for Seniors Handbook for Farmers, 3/1/2018

5162, Criminal Background Check Policy for Area Agencies on Aging and Subcontractors, 7/1/2017

5332, AS Broadcast 10640 State Median Income for Adult Services, 8/16/2017

5349, AS Adult Services Manual, Chapters 1-9, 12/19/2018

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://www.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, contact Ryan Davis at (804) 786-8899.

For guidance documents relating to meat and poultry, contact 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, contact Kathryn MacDonald at (804) 692-4001.

For guidance documents relating to avian influenza, contact Carolynn Bissett at (804) 786-2483.

For guidance documents relating to the Milk Commission, contact Crafton Wilkes at (804) 786-2013.

For guidance documents relating to agricultural stewardship, contact Darrell Marshall at (804) 786-3538.

For guidance documents relating to pesticides, contact Liza Fleeson Trossbach at (804) 371-6559.

For guidance documents relating to honey bees, contact Keith Tignor at (804) 786-3515.

For guidance documents relating to charitable gaming and charitable solicitations, contact Michael Menefee at (804) 786-3983.

For guidance documents relating to weights and measures (including motor fuel), contact Joel Maddux at (804) 786-1274.

For guidance documents relating to industrial coproducts, gypsy moths, or ginseng, contact 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 at http://www.townhall.virginia.gov.

Guidance Documents:

Charitable Gaming Board

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

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

4307, Commercial Breeder Guidelines, 1/20/2009

4698, Health Spa Contract Requirements, 7/29/2010

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, 12/19/2018

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

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, 12/19/2018

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

6126, Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix, 12/8/2016

6127, Guidance for Determining Whether a Poultry Operation is Exempt from Inspection, 12/27/2016

6450, Certification of Individuals Treating Cooling Towers or Swimming Pools, 12/19/2018

6451, Guidelines for Home Manufactured Pet Foods/Treats, 12/19/2018

6476, Produce Safety Program Field Operations Manual, 12/26/2018

6479, Guidelines Governing Veterinary Protocols, 12/26/2018

1115, Industrial Coproducts 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, 2019 Guidelines, 12/19/2018

754, Food Safety Field Operations Manual, 12/22/2018

756, Virginia Entry Requirements for Honey Bee Hives and Appliances, 12/16/2016

OACER 2018-01, Guidelines Governing the Approval of Continuing Education Training for Animal Control Officers, 1/1/2018

OACER Civil Penalty, Office of Animal Care and Emergency Response - Civil Penalty Matrix - Guidelines for Enforcement, 5/24/2018

OPIS 2012-01, Guidelines for Beehive Distribution Program, 12/19/2018

OPS-AdminProc, Office of Pesticide Services - Administrative Procedure for Compliance Actions, 12/19/2018

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

VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY

Copies of guidance documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the office of the Virginia Alcoholic Beverage Control Authority, 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. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

3394, Circular Letter 06-01; CO_2 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

Virginia Alcoholic Beverage Control Board of Directors

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

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.

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.

Guidance Documents:

5959, Ignition Interlock Process and Procedure Manual, 2/3/2016

6276, VASAP Operational Guidelines, 12/5/2017

BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/aud and the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or requested by email at 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 provided or by telephone at (804) 367-4630. Copies are free of charge.

Guidance Documents:

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, readopted June 5, 2018

30-3, Board guidance on use of confidential consent agreements, readopted June 5, 2018

30-5, Board guidance on equivalent accrediting body for audiology educational programs, June 5, 2018

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 July 11, 2017

30-10, Disposition of disciplinary cases for practicing on expired licenses, readopted June 5, 2018

30-11, Guidelines for processing applications, revised September 8, 2016

AUDITOR OF PUBLIC ACCOUNTS

Guidance Documents for the Auditor of Public Accounts (APA) may be viewed and downloaded at no charge on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or on the APA's website at 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.

Guidance Documents:

ABC SPEC18, Specifications for Audits of Authorities, Boards, and Commissions, 7/18/2018

CCT SPEC18, Specifications for Audits of Counties, Cities, and Towns, 8/2/2018

GRAcct18, General Receiver Accounting Manual, 11/7/2018

Sheriffs18, Virginia Sheriffs Accounting Manual, 7/1/2018

UFRM18, Uniform Financial Reporting Manual, 11/14/2018

VIRGINIA DEPARTMENT OF AVIATION

For questions regarding the Airport Program Manual or to request a copy, please contact Susan Simmers with the Airport Services Division of the Virginia Department of Aviation (DOAV) at telephone (804) 236-3627, email susan.simmers@doav.virginia.gov, or postal mail at 5702 Gulfstream Road, Richmond, VA 23250.

This guidance document is available electronically for no charge on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov.

A printed copy of the Airport Program Manual may be viewed at the DOAV 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 2018, 11/15/2018

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 the Virginia Regulatory Town Hall at http://www.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 documents should be directed to Ruth Anne Walker, Regulatory Coordinator, email 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, 11/15/2018

CSB MH-2, Discharge Assistance Program Manual, 7/1/2014

DD 1, 2018 Person-Centered ISP Guidance, 6/15/2018

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 or Behavioral Health Authorities, 1/15/2017

FOR 4, Adult Outpatient Competency Restoration Manual for Community Services Boards or Behavioral Health Authorities, 1/15/2017

HR 1, Office of Human Rights, Protocols, Procedures and Practices Manual, 1/30/2018

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, 6/5/2017

LIC 8, Fall Risk Assessments, 6/5/2017

LIC 9, Nutrition Guidelines and Form, 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

LIC15-OL, Guidance for Counseling in Medication Assisted/Opioid Treatment Services, 3/1/2018

LIC16, Guidance for Quality Improvement Plan, 11/29/2018

LIC17, Guidance for Serious Incident Reporting, 11/29/2018

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, 12/20/2018

Part C 8, Supporting Young Children with Autism Spectrum Disorders and their Families, 1/31/2012

Part C 9, Early Intervention Practice Manual, 12/28/2018

Part C 10, Transition from Part C to Part B Questions and Answers, 12/28/2018

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, 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.

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.

Guidance Documents:

6477, DBVI VR Policy and Procedure Manual Large Print, 7/1/2018

DS-GM-17-06, Extended Services, Annual Reviews, and Sub-Minimum Wage Requirements, 12/12/2017

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-GM-18-01, DBVI Agency Policy Manual Category: General, 1/4/2018

DS-GM-18-02, DBVI Agency Policy Manual Category: Equipment and Supplies, 9/22/2018

DS-GM-18-03, DBVI Agency Policy Manual Category: Human Resources, 1/1/2018

DS-GM-18-04, Scripted Messages, 1/31/2018

DS-GM-18-05, Rehabilitation Teaching/Independent Living Income Guidelines for 2018, 1/7/2018

DS-GM-18-07, Older Blind Grant Program Evaluation, 4/9/2018

DS-GM-18-08, DBVI Agency Policy Manual Category: Human Resources, 4/27/2018

DS-GM-18-10, Guidance on Budget Restrictions for the Rehabilitation Teaching/Independent Living Program, 11/14/2018

DS-GM-18-11, DBVI Agency Policy Manual Category: General - Professional Boundaries, 11/6/2018

DS-PPD-17-03, DBVI Vocational Rehabilitation Manual Release, 12/12/2017

DS-PPD-17-2, DBVI Vocational Rehabilitation Manual Revisions, 12/12/2017

DS-PPD-18-01, Reciprocal Services Between Virginia Vocational Rehabilitation Agencies, 5/9/2018

DS-PPD-18-02, Rehabilitation Teaching/Independent Living Policy Voter Registration, 6/13/2018

DS-PPD-18-04, Vocational Rehabilitation Policy Manual Updates, 8/1/2018

DS-PPD-18-05, Vocational Rehabilitation Policy Order of Selection, 10/31/2018

PPD-18-03, Vocational Rehabilitation Policy Order of Selection, 6/25/2018

OFFICE OF CHILDREN'S SERVICES

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 4:30 p.m. at the Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229. Copies may be obtained free of charge by contacting Marsha Mucha at the same address, email marsha.mucha@csa.virginia.gov, telephone (804) 662-9815, or FAX (804) 662-9831. The documents are also available by using the links shown on the document list or may be accessed on the Office of Children's Services website at https://www.csa.virginia.gov/Resources/PolicyGuides.

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.

Guidance Documents:

Policy Manual of the State Executive Council for Children's Services, revised July 2016, §§ 2.2-2648, 2.2-2649 and 2.2-5200 et seq.

User Guide for the Children's Services Act, revised September 2018, §§ 2.2-2648, 2.2-2649 and 2.2-5200 et seq.

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the 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. Copies are also available free of charge from the Virginia Regulatory Town Hall website 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 2018-2019, 12/18/2018

Catalog_02, Graduate Catalog 2018-2019, 12/18/2018

Handbook_01, University Handbook 2018-2019, 12/18/2018

Handbook_02, Student Handbook 2018-2019, 12/18/2018

Handbook_03, Residence Life Handbook 2018-2019, 12/18/2018

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. 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.

Guidance Documents:

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. 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-003, A Guide to Citizen Involvement in the Scenic River Designation Process, 12/15/2015

Board of Conservation and Recreation

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, 12/1/200

DCR-NH-075, Natural Heritage Resources of Virginia - Rare Plants, 4/1/2018

DCR-PRR-001, 2013 Virginia Outdoors Plan, 1/12/2014

DCR-PRR-002, Virginia Recreational Trails Program, 12/26/2018

DCR-PRR-003, Land and Water Conservation Fund Application Manual 2017-2018, 12/26/2018

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

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, Occoneechee State Park Master Plan, 7/17/2018

DCR-PRR-026, Pocahontas State Park Master Plan, 11/21/2017

DCR-PRR-027, Raymond R. Guest, Jr. Shenandoah River State Park Master Plan, 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-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, 12/5/2018

DCR-VSWCB-019, Virginia Soil and Water Conservation Board Guidance, 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, 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-033, Financial Commitments For Establishment of a New Soil & Water Conservation District, or Realignment of an Existing District, 10/15/2003

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, 9/27/2018

DCR-VSWCB-037, Guidance Document on New Probable Maximum Precipitation Implementation, 3/29/2018

DCR-VSWCB-038, Dam Break Inundation Zone Modeling and Mapping Procedures, 9/27/2018

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

DCR-VSWCB-044, Virginia Soil and Water Conservation Board Guidance Document on the Tax Credit for Precision Agriculture Equipment, 4/19/2018

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

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 769.1/931.1P, Reentry Requirements Packet

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

SCC 819NP, Articles of Incorporation Template for a Virginia Nonstock, Nonprofit Corporation

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

SCC 916P, Reinstatement Requirements Packet

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 73.58:3P, Reinstatement Requirements Packet

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 July 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 1056.3P, Reinstatement Requirements Packet

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

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 1246.3P, Reinstatement Requirements Packet

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

Annual Reports, 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. 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 4, 2018, Concerning Annual Payphone Service Provider Registration for 2019 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 4, 2018, Concerning Annual Operator Service Provider Registration for 2019 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, Revised December 2016, 20VAC5-407, http://scc.virginia.gov/publicforms/149/osp.pdf

Application for Registration as a Payphone Service Provider, Revised December 2016, 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

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

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

Guidelines Regarding Electric Power Storage Battery Pilot Programs, effective November 26, 2018. Contact the Division of Public Utility Regulation at (804) 371-9611.

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. Contact the Division of Public Utility Regulation at (804) 371-9611.

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 bfiquestions@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 bfiquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the bureau's website at https://www.scc.virginia.gov/bfi/.

Administrative Letters:
https://www.scc.virginia.gov/bfi/files/admin_lets.pdf

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, Investment 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, revised and reissued April 20, 2016, § 6.2-874 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, revised and reissued February 26, 2014, § 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 February 22, 2017, § 6.2-1376 of the Code of Virginia

BFI-AL-0402, Third Parties that Provide Data Processing Services to Credit Unions, issued February 13, 2018, Chapter 13 (§ 6.2-1300 et seq.) of Title 6.2 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-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-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-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: https://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-1122, Oaths of Bank of Savings Institution Directors, revised January 2000, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-1122a, Oath of Bank of Savings Institution Director, revised January 2000, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

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-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:
https://www.scc.virginia.gov/bfi/applic/sav.aspx

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

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:
https://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

CCB-3308, Credit Union Request for Field of Membership Expansion, revised October 2010

Consumer Finance Companies:
https://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, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised June 2017

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 March 2018

Money Order Sellers and Money Transmitters:
https://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 and/or Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised March 2018

CCB-5507, Annual Report of Money Order Sellers and Money Transmitters, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

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 June 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised September 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-5513, Deposit Agreement under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised March 2018

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter or Money Order Seller Licensee Pursuant to § 6.2-1914 of the Code of Virginia, revised March 2018

Check Cashers:
https://www.scc.virginia.gov/bfi/applic/check.aspx

CCB-5510, Check Casher Registration Form, revised March 2018

Payday Lenders:
https://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 June 2017

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 March 2018

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 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Motor Vehicle Title Lenders:
https://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, Motor Vehicle Title Lender Surety Bond 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 of 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 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Industrial Loan Associations:

CCB-6602, Annual Report of Industrial Loan Associations, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010, https://www.scc.virginia.gov/bfi/applic/banks.aspx

Credit Counseling Agencies:
https://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

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, Semiannual Report of Agencies Providing Debt Management Plans, revised July 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised December 2018, https://www.scc.virginia.gov/bfi/reg_inst/repts.aspx

Mortgage Lenders and Mortgage Brokers:
https://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 Form, revised December 2004

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 October 2010, https://mortgage.nationwidelicensingsystem.org/slr/Pages/DynamicLicenses.aspx?StateID=VA

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:

CCB-8816, Virginia Mortgage Business Certification Form, revised October 2010, https://mortgage.nationwidelicensingsystem.org/slr/Pages/DynamicLicenses.aspx?StateID=VA

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, https://www.scc.virginia.gov/bfi/applic/mlo.aspx

Settlement Agents:
https://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:
https://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:

"Bank Director Responsibilities," revised October 2010, https://www.scc.virginia.gov/bfi/applic/banks.aspx

"The Compliance Connection," regulatory news for Virginia mortgage lender, mortgage broker, and mortgage loan originator licensees, https://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, https://www.scc.virginia.gov/bfi/rr_news.aspx

"Annual Report of the Bureau of Financial Institutions - Banks, Credit Unions, Savings Institutions, and Trust Companies," published on an annual basis, https://www.scc.virginia.gov/bfi/annual.aspx

"Annual Report of the Bureau of Financial Institutions - Mortgage Lender and Broker Licensees, Industrial Loan Associations, Money Transmitters, and Credit Counseling Agencies," published on an annual basis, https://www.scc.virginia.gov/bfi/annual.aspx

"Annual Report of the Bureau of Financial Institutions - Consumer Finance Licensees," published on an annual basis, https://www.scc.virginia.gov/bfi/annual.aspx

"Annual Report of the Bureau of Financial Institutions - Payday Lender Licensees, Check Cashers and Motor Vehicle Title Lender Licensees," published on an annual basis, https://www.scc.virginia.gov/bfi/annual.aspx

"Summary of Operations of the Bureau of Financial Institutions," published annually to provide information regarding the bureau's regulatory activities, https://www.scc.virginia.gov/bfi/sumops.aspx

"Weekly Bulletin," information regarding the status of applications of various entities regulated by the bureau, published weekly, https://www.scc.virginia.gov/bfi/news/wb/index.aspx

"Consumer Guide to Payday Lending," https://www.scc.virginia.gov/bfi/files/pay_guide.pdf

"Consumer Guide to an Extended Payment Plan for Repaying a Payday Loan," https://www.scc.virginia.gov/bfi/files/ext_payday_loan.pdf

"Consumer Guide to an Extended Term Loan," https://www.scc.virginia.gov/bfi/files/ext_term_loan.pdf

Consumer Alerts and Information:

"Online Personal Loans," https://www.scc.virginia.gov/bfi/files/onloans.pdf

"Notice to Virginia Residents Regarding Virtual Currency," https://www.scc.virginia.gov/bfi/files/virtcur.pdf

"Motor Vehicle Title Lending in the Commonwealth of Virginia Borrower Rights and Responsibilities," https://www.scc.virginia.gov/bfi/files/mvl_va.pdf

"If You Have a Complaint," https://www.scc.virginia.gov/bfi/complain.aspx

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

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1), http://www.scc.virginia.gov/boi/adminlets/77-5.pdf

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

Administrative Letter 1978-5, (1) Amendment of §§ 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of § 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of § 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10), http://www.scc.virginia.gov/boi/adminlets/78-5.pdf

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Administrative Letter 2016-02, Rules Governing Long-Term Care Insurance 14VAC5-200-125 Annual Rate Reports, issued March 23, 2016, http://scc.virginia.gov/boi/adminlets/16-02.pdf

Administrative Letter 2016-03, Compliance with Statutory Rate Standards in File and Use Lines of Insurance (Price Optimization), issued April 15, 2016, http://scc.virginia.gov/boi/adminlets/16-03.pdf

Administrative Letter 2016-04, Insurance-Related Legislation Enacted by the 2016 Virginia General Assembly, issued May 4, 2016, http://scc.virginia.gov/boi/adminlets/16-04.pdf

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Administrative Letter 2016-06, Mandatory Notices; Withdrawal of Administrative Letter 2015-06 - All Insurers Licensed to Write Motor Vehicle Policies and Interested Parties, issued July 1, 2016, http://scc.virginia.gov/boi/adminlets/16-06.pdf

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

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Administrative Letter 2018-02, Virginia Life, Accident and Sickness Insurance Guaranty Association Notice of Protection Provided by the Virginia Life, Accident and Sickness Insurance Guaranty Association; Issued May 29,

2018, Withdraws and Replaces Administrative Letter 2014-05, http://www.scc.virginia.gov/boi/adminlets/18-02.pdf

Administrative Letter 2018-03, Foreign and Alien Life Insurer's Reserve Valuation Certificate, Issued May 31, 2018, Withdrawal of Administrative Letter 1990-17, http://www.scc.virginia.gov/boi/adminlets/18-03.pdf

Administrative Letter 2018-04, Implementation and Enforcement of Senate Bill 672, §§ 38.2-3406.1 and 38.2-3431 of the Code of Virginia, as amended, Issued June 4, 2018 (Revised July 27, 2018) http://www.scc.virginia.gov/boi/adminlets/18-04.pdf

Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces Administrative Letter 2015-11, Issued October 1, 2018, http://www.scc.virginia.gov/boi/adminlets/18-05.pdf

Administrative Letter 2018-06, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2019; Withdraws and Replaces Administrative Letter 2015-12, Issued October 1, 2018, http://www.scc.virginia.gov/boi/adminlets/18-06.pdf

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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:

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

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised January 2016, § 38.2-4805.1

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised July 2011, § 38.2-5800

Home Protection Company Requirements for Organizing and Licensing in Virginia, revised August 2012, §§ 38.2-1024 and 38.2-2603

Captive Insurers Requirements for Organizing and Licensing in Virginia, revised April 2012, §§ 38.2-1024 and 38.2-1102

Health Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4200

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4301

Virginia Legal Services Plan Requirements for Organizing and Licensing in Virginia, revised April 2012, § 38.2-4413

Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised September 2014, § 38.2-4517

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 August 2017, § 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, May 2018, § 38.2-1316.2

Requirements for Certified Reinsurers, May 2018, § 38.2-1316.2 B

Requirements for Organizing and Licensing of a Group Self-Insurance Association, § 65.2-802

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions and Application), revised October 2005, § 38.2-1359

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Information Concerning Risk Retention Group Registration, November 2017, §§ 38.2-5102 and 38.2-5103

The following document is available at http://www.naic.org/industry_ucaa.htm:

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

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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

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 R03, Audited Financial Statements Exemption Affidavit

Form R05, Certificate of Assuming Insurer

Form R05Q, Certificate of Assuming Insurer Quarterly Update

Form R06, Costs of HMO's Indemnification and Nonparticipating Referral Provider Arrangements

Form R08, Producer-Controlled Insurer Report

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 R15, Certificate of Certified Reinsurer

Form R16, Surplus Lines Annual Filing Information

Form R19, Multiple Employer Welfare Arrangement Policy Verification

Multiple Employer Welfare Arrangement Renewal

PG Annual Renewal Look-up

Premium Finance Annual Statement Form

Reinsurance Intermediary License Renewal Application

Market Regulation Unit Guidance Documents:

Assigned Risk Workers' Compensation Rates, revised April 2018, 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

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 January 4, 2018, http://www.scc.virginia.gov/boi/co/miscforms.aspx

Forms/Reports for Insurers: Long-Term Care (14VAC5-200), Medicare Supplement (14VAC5-170), and Mandated Benefits (Form MB-1 and instructions) (14VAC5-190), http://www.scc.virginia.gov/boi/co/health/ltcforms.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

NAIC Product Review Filing Checklists for Life and Health http://www.scc.virginia.gov/boi/co/health/lh_check.aspx

NAIC Product Review Filing Checklists for Property and Casualty http://www.scc.virginia.gov/boi/co/pc/check/pc_ins_index.pdf

Virginia Bureau of Insurance Rates and Policy Forms Search Engine, Life and Health, and Property and Casualty, http://www.scc.virginia.gov/boi/SERFFInquiry/default.aspx

Statistical Report Form (VA SRF-2), revised 2016, http://www.scc.virginia.gov/boi/co/pc/files/stat_rept.pdf

Virginia Property and Casualty Product Requirements Locator http://eapps.naic.org/prl/do/search/home

Virginia Property and Casualty Filing Guidelines Handbook, revised June 2015, http://www.scc.virginia.gov/boi/co/pc/files/pc_handbook.pdf

Workers' Compensation Voluntary Market Loss Costs Multipliers, revised August 2018, http://www.scc.virginia.gov/boi/co/pc/files/wclc_mult.pdf

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Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, issued January 28, 2014, http://www.scc.virginia.gov/boi/adminlets/2014.aspx

Administrative Letter 2018-05 Assessment Practices and Procedures; Withdraws and Replaces Administrative Letter 2015-11, Issued October 1, 2018, http://www.scc.virginia.gov/boi/adminlets/18-05.pdf

Consumer Assistance and Outreach Services Brochure, revised June 2018, http://www.scc.virginia.gov/boi/pubs/outreach.pdf

Life and Health Consumer Guides:

10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan, http://www.scc.virginia.gov/boi/omb/tentips.aspx

2018 Choosing a Medigap Policy: A Guide to Health Insurance for People with Medicare, published June 2018, http://www.scc.virginia.gov/boi/pubs/02110.pdf

2019 Medicare Premiums, Deductibles, and Co-insurance, revised December 2018, http://www.scc.virginia.gov/boi/pubs/medchange.pdf

2019 Part D Medicare Prescription Drug Plans in Virginia, revised September 2018, http://www.scc.virginia.gov/boi/pubs/medcaredrug.pdf

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2019 Tax Qualified Long-Term Figures, published November 2018, 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

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 Services; Consumer Outreach and Education Brochure, revised June 2018, 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

Federal Health Care Reform Patient Protection and Affordable Care Act (PPACA) (P.L. 111-148), revised October 2011, (available upon request from the Life and Health Consumer Services Section by calling (804) 371-9691)

Forms to Request an Independent External Review of an Adverse Determination, http://www.scc.virginia.gov/boi/omb/ext_review.aspx

Important Information Regarding Medicare Advantage Plan Marketing, revised May 2009, 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

Life and Health Complaint Form, revised April 2018, http://www.scc.virginia.gov/publicforms/262/lhinquiry.pdf

Life and Health Options If You Leave or Lose Your Job, http://www.scc.virginia.gov/boi/pubs/keep_ins.pdf

Life Insurance: Reviewing Your Policy Is Important to Securing Your Family's Future, published September 2008, http://www.naic.org/documents/consumer_alert_life_insurance_review.htm

Life Insurance: Securing Your Family's Financial Future in Case of Unexpected Death, http://www.naic.org/documents/consumer_alert_life_insurance.htm

List of Carriers with Recently Approved Individual Stand-Alone Dental Plans, revised September 20, 2018, http://scc.virginia.gov/boi/pubs/dent_indv18.pdf

List of Carriers with Recently Approved Small Employer Stand-Alone Dental Plans, revised September 2018, http://scc.virginia.gov/boi/pubs/dent_smal18.pdf

List of Long-Term Care Policies, and Companies with Approved Individual Long-Term Care Partnership Policies, revised June 2017, http://www.scc.virginia.gov/boi/pubs/ltclist.pdf

List of Carriers with Approved Individual Health Benefit Plans, revised October 2018, http://www.scc.virginia.gov/boi/pubs/hbp_indv18.pdf

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List of Carriers with Recently Approved Stand-Alone Vision Plans - Individual and Group Markets, September 2018, http://www.scc.virginia.gov/boi/pubs/vision_ig18.pdf

List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Age 65 or Older, revised Quarterly, http://www.scc.virginia.gov/boi/pubs/medsupcos.pdf

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Long-Term Care Insurance - What You Should Know, revised May 2018, http://www.naic.org/documents/consumer_alert_ltc.htm

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State Health Exchanges: What You Need to Know to (Re) Enroll, http://www.naic.org/documents/consumer_alert_state_health_exchanges_what_you_need_to_know_to_reenroll.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

Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised October 2005, http://www.scc.virginia.gov/boi/omb/files/appealtips.pdf

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

Tips to Help You Understand and Appeal Health Plan Decisions When the Coverage is Self-Insured, revised February 2011, http://www.scc.virginia.gov/boi/omb/selfins_tips.aspx

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

Virginia Health Insurance Guide for Consumers, revised June 2015, http://www.scc.virginia.gov/boi/pubs/conshealth_14.pdf

Virginia Medigap Policies Premium Guide, revised August 2016, http://www.scc.virginia.gov/boi/pubs/medsup_txt.pdf

Virginia Medigap Premium Charts, updated quarterly, http://www.scc.virginia.gov/boi/pubs/medsup_cht.pdf

Virginia Life Insurance Consumer's Guide, revised 2017, http://www.scc.virginia.gov/boi/pubs/lifeguide.pdf

Virginia Insurance Counseling and Assistance Program, http://www.scc.virginia.gov/boi/cons/sr/vicap.aspx

What to Do If a Health Insurance Company Denies Your Claim, published July 2014 http://www.scc.virginia.gov/boi/pubs/naic_deny.pdf

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Auto Insurance Consumer's Guide, revised 2018, http://www.scc.virginia.gov/boi/pubs/autoguide.pdf

Seguro de Automoviles, Guia para el Consumidor, revised 2006, http://www.scc.virginia.gov/boi/pubs/auto_espanol.pdf

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Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, http://www.scc.virginia.gov/boi/pubs/creditscor.pdf

Homeowners Insurance Consumer's Guide, revised 2018, http://www.scc.virginia.gov/boi/pubs/hoguide.pdf

Seguro para Propietarios de Viviendas - Guia para el Consumidor http://www.scc.virginia.gov/boi/pubs/home_espanol.pdf

Homeowners Insurance Sample Premium Tables, revised 2018/2019, http://www.scc.virginia.gov/boi/pubs/ho_sampprem.pdf

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Seguro para Inquilinos, Guia del Cosumidor, 2006, http://www.scc.virginia.gov/boi/pubs/va_inquilar.pdf

State Corporation Commission Bureau of Insurance Property and Casualty Insurance Consumer Complaint Form, April 2018, http://www.scc.virginia.gov/publicforms/263/pc_fill.pdf

Teenager's Guide to Auto Insurance, revised 2006, http://www.scc.virginia.gov/boi/pubs/auto_teen.pdf

Title Insurance Consumer's Guide, 2009, http://www.scc.virginia.gov/boi/pubs/titleguide.pdf

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 2018, http://www.scc.virginia.gov/boi/pubs/comm_dis.pdf

When a Disaster Strikes: What to Do after an Insured Homeowners Loss, revised 2018, http://www.scc.virginia.gov/boi/pubs/ho_dis.pdf

Forms and Guides Respecting Licensing of Individuals and Agencies:

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 4151, Appointment Form, February 2012, http://scc.virginia.gov/PublicForms/581/4151.pdf

Form 4921, Appointment Cancellation Form, February 2012, http://scc.virginia.gov/PublicForms/582/4921.pdf

Form 5001, Service Request Form, September 2018, 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 2018, 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:

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

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 Notice of Federal Crowdfunding Offering Form (Form U-CF), December 2017, http://www.nasaa.org/wp-content/uploads/2018/02/20160701-Uniform-Title-III-Federal-Crowdfunding-Notice-Filing-Form_fillable.pdf

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

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

Uniform Notice of Regulation A - Tier 2 Offering, February 2017, 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

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

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. 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 Steven Bradley, Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9751, FAX (804) 371-9734, or email steven.bradley@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

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages, 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

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:

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 Codigo 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, or Scott Armstrong, 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.

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, 2018, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2018, § 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, 2018, § 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

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

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

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 7, 2018, 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. 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. 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 January 2018, § 58.1-2628, http://www.scc.virginia.gov/pst/forms.aspx/etax.pdf

CCTD-6, Tax Report, Telecommunications Companies, revised December 2017, § 58.1-2628, http://www.scc.virginia.gov/pst/forms.aspx/teltax.pdf

CCTD-7, Tax Report, Gas Companies, revised December 2017, § 58.1-2628, http://www.scc.virginia.gov/pst/forms.aspx/gtax.pdf

CCTD-8, Tax Report, Water Companies, revised December 2017, § 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 2017, § 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 2017, § 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 2017, § 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 2017, § 58.1-2663, http://www.scc.virginia.gov/pst/forms.aspx/rrtax.pdf

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 2016, http://www.scc.virginia.gov/pst/forms.aspx/psp.pdf

Application for Registration as an Operator Service Provider, revised December 2016, 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 2017 are available on the commission website at 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 during regular work days from 8 a.m. until 5 p.m. at Virginia Department of Corrections Headquarters, 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 address provided, telephone (804) 887-8215, or email 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, at the Virginia Regulatory Town Hall at 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 Policy on 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 Copayment 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 & 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 & 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 7, 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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle, Executive Director of the Board of Counseling, at the address provided or by telephone at (804) 367-4610. Copies are free of charge.

Guidance Documents:

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 May 18, 2018

115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, revised November 13, 2015

115-1.5, Instruction Manual for Use of Sanction Reference Points in Disciplinary Cases, adopted May 20, 2016

115-1.8, Examinations approved by the board for rehabilitation provider certification, adopted September 11, 2015

115-1.9, Certifications approved by the board for endorsement as a certified substance abuse counselor, revised February 9, 2018

115-2, Impact of criminal convictions, impairment, and past history on licensure, certification or registration, revised February 9, 2108

115-2.1, Guidance on whether hypnosis is an appropriate counseling tool, revised May 18, 2018

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, reaffirmed May 18, 2108

115-4.3, Direct client contact hours in an internship that can be applied toward the residency, reaffirmed November 3, 2016

115-4.11, Board guidance on use of confidential consent agreements, revised May 18, 2018

115-5, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, reaffirmed May 18, 2018

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 QMHP registration, revised February 9, 2018

115-9, Board-recognized entity for licensure by endorsement, adopted November 2, 2018

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, website http://www.dcjs.virginia.gov. Copies may be obtained by contacting David Cotter at the address provided, telephone (804) 225-3471, FAX (804) 786-0588, or email david.cotter@dcjs.virginia.gov. Copies of guidance documents are free and can be accessed on the agency's website or Virginia Regulatory Town Hall at www.townhall.virginia.gov. Questions regarding interpretation or implementation of these documents may be directed to David Cotter at the address provided, telephone (804) 225-3471, FAX (804) 786-0588, or email david.cotter@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, 10/12/2018

5470, Certified Crime Prevention Community Program Recertification Guidelines, 10/12/2018

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

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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the Board of Dentistry, at the address provided or by telephone at (804) 367-4538. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm

60-1, Board policy on confidential consent agreements, revised June 8, 2018

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, readopted June 8, 2018

60-8, Educational requirements for Dental Assistant II, revised December 11, 2015

60-9, Code of conduct for board members, readopted June 8, 2018

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VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Guidance documents of the Virginia Economic Development Partnership (VEDP) are available to view and download using the links provided, which will link the user to the guidance documents on VEDP's website at http://www.vedp.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 Johan Salén, Vice President of Incentives, at the same address, telephone (804) 545-5654, FAX (804) 545-5611, and email jsalen@vedp.org.

Questions regarding the interpretation or implementation of these documents may be directed to Johan Salén, Vice President of Incentives, Virginia Economic Development Partnership, One James Center, 901 East Cary Street, Suite 900, Richmond, Virginia 23219, telephone (804) 545-5654, and email jsalen@vedp.org.

Guidance Documents:

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Policies and Procedural Guidelines for Virginia Economic Development Incentive Grant Program, FY2019, §§ 2.2-5100 through 2.2-5104

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Policies and Procedural Guidelines for the Virginia Jobs Investment Program, FY2019, §§ 2.2-2240.3 through 2.2-2240.6

Policies and Procedures for Capital Investment, Employment, and Wage Level Reporting and Verification, FY2019

Policies and Procedural Guidelines for Performance Extensions, FY2019

Brownfield Restoration and Economic Redevelopment Assistance Fund Site Assessment Guidelines, FY2019, § 10.1-1237

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Virginia Business Ready Sites Program – Site Characterization Guidelines, FY2019, § 2.2-2238 C.

Virginia Business Ready Sites Program – Site Development Guidelines, FY2019, § 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 email emily.webb@doe.virginia.gov. Questions regarding interpretation or implementation may also be directed to Ms. Webb.

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DEPARTMENT OF ELECTIONS

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. at the Virginia Department of Elections, located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policymaking board responsible for approving regulations, forms and guidance documents. Questions regarding interpretation or implementation of these documents may be directed to the office address in person, via telephone (804) 864-8901 or toll free at (800) 552-9745, email info@elections.virginia.gov, or FAX (804) 371-0194. Questions will be directed to the appropriate staff member for response.

Up-to-date information on many of the SBE and Department of Elections guidance documents is available on 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 http://www.townhall.virginia.gov.

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FW, Forms Warehouse, 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. 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. 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.

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VEC-04, Employer as Claimant Interoffice Communication, 5/20/2011

DEPARTMENT OF ENVIRONMENTAL QUALITY

The following list contains documents prepared by the department. It does not include documents that merely restate regulatory provisions in a different format such as checklists or boilerplates nor does it include guidance documents developed by other federal and state agencies. Requests for copies of those documents not available electronically on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or copies of any of the documents listed are considered a request for information under the Freedom of Information Act (FOIA). 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 the department's FOIA Officer at (804) 698-4085. For a listing of regional office FOIA contacts, please go to the department 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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LPR-SW-SI-29, Submission Instruction 29 - Additional Permit Application Requirements for Coal Combustion Residuals Units, 12/5/2016

DEPARTMENT OF FIRE PROGRAMS

To obtain copies of the agency's guidance documents, please contact the Chief Administrative Officer at (804) 371-0220 or toll free at 1-866-4VAFIRE.

Please contact the Grant and Local Aid Manager, at (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 Agency's State Fire Marshal's Office at (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 http://www.vafire.com, under the Grants & Local Aid link and the State Fire Marshal's Office link

Copies of the agency's guidance documents are also available free of charge via the Virginia Regulatory Town Hall at http://townhall.virginia.gov.

Copies of the agency's guidance documents can also be viewed at the VDFP Headquarters, 1005 Technology Park Drive, Glen Allen, VA 20359. Please contact the Chief Administrative Officer, (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

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SFMO - 7, Application for a Background Clearance Card (BCC) Application for Certification of a Blaster or Pyrotechnician, 6/28/2011

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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, 7/1/2018

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3229, Virginia Fire Incident Reporting Hardware Grant, 11/7/2015

3229, Regional Fire Services Training Policy, 9/15/2017

3327, Live Fire Training Structure (Burn Building) Project Manual, 4/11/2013

3328, Training Mini-Grant Policy, 8/19/2010

DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days 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. 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. Questions regarding interpretation or implementation of Water Quality Enforcement documents also may be directed to Matt Poirot.

Attached is the guidance document list from the Department of Forestry. Please address any questions concerning the attached list to Faye DiFAzio, telephone (434) 220-9055, or email faye.difazio@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:

6165, Reforestation of Timberlands (RT), 1/9/2017

6166, Seed tree law and alternate management plans, 1/9/2017

DEPARTMENT OF FORENSIC SCIENCE

The following document is available on the department's website at http://dfs.virginia.gov. Questions regarding this document 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.

Guidance Document:

5942, Breath Test Operator Instructional Manual Intox EC/IR II, 7/7/2008

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov or the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov or requested by email at 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 of Funeral Directors and Embalmers, at the address provided or by telephone at (804) 367-4479. Copies are free of charge.

Guidance Documents:

65-1, Guidance on time credit for continuing education, readopted April 17, 2018

65-2, Disposition of disciplinary cases for practicing on an expired licensed, readopted April 17, 2018

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 April 17, 2018

65-12, Board action on Confidential Consent Agreements, revised January 10, 2017

65-14, Sanction Reference Points Manual, revised April 17, 2018

65-15, Guidance for granting internship extensions, adopted January 18, 2011

65-16, Guidance for audits of continuing education, revised April 18, 2017

65-17, Disciplinary actions against funeral homes for failing to initiate corrective action, revised April 18, 2018

65-18, Guidance on refrigeration of dead human bodies, adopted January 10, 2017

65-19, Identification of funeral interns, adopted July 18, 2017

76-21.3:1, Inspection report for funeral establishments, revised July 17, 2018

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 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 address provided, telephone (804) 367-1000. Some of the documents are available at the links provided.

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

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Guide to Virginia's Wildlife Management Areas (http://www.dgif.virginia.gov/wmas/), § 29.1-103

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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

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Applications for Lifetime Hunting and Fishing Licenses (http://www.dgif.virginia.gov/licenses/lifetime/), §§ 28.2-302.10:1 and 29.1-302.1

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List of Native and Naturalized Fauna in Virginia (http://www.dgif.virginia.gov/wildlife/virginianativenaturalizedspecies.pdf), § 29.1-100

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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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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

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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

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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

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Law Enforcement Division Policy Number 40, Problem Wildlife Response, December 15, 2012

Law Enforcement Division Policy Number 41, Illegal Captive Wildlife, December 15, 2012

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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), §§ 29.1-103, 29.1-509 and 29.1-521

DEPARTMENT OF GENERAL SERVICES

Copies of the following guidance documents are available to view 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, Virginia Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, or by visiting the department's website at www.dgs.virginia.gov.

Guidance Documents:

4554, DGS Tenant Handbook, 6/8/2011

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APSPM, Agency Procurement and Surplus Property Manual, 7/8/2010

DGS Dir No. 15, DGS Directive No. 15 Indoor Clean Air Act, 8/19/2015

DGS Directive 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

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, Diversity, and Ethics, 369 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. 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.

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/

Freedom of Speech Webpage, http://www2.gmu.edu/1stAmendment

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) 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. 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

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CHS-005, Managing Accounts Receivable for Patient Care, 2/1/2005

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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

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EMS-3019, Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession Standards and Guidelines, 4/30/2015

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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, 9/30/2018

EMS-3046, Course Roster, 10/25/2018

EMS-3047, Initial BLS Student Paperwork, 5/14/2012

EMS-3048, Initial ALS Student Paperwork, 5/25/2012

EMS-3049, Scope of Practice - Formulary, 10/4/2018

EMS-3050, Scope of Practice - Procedures, 10/4/2018

EMS-6018F, EMS Ground Ambulance Checklist, 3/23/2017

EMS-6019F, Non-Transport EMS Vehicle Checklist, 2/4/2014

EMS-6020, Oxygen Cylinder Guidance, 10/5/2011

EMS-6021F, Air Ambulance Checklist, 10/18/2012

EMS-6027, Local Government Acknowledgement of Compliance with EMS Response Plan, 12/7/2017

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EMS-7008B, Trauma Center Fund Disbursement Policy, 12/1/2017

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EMS-7016, Virginia Pre-Hospital Information Bridge (VPHIB) EMS Admin Security Agreement, 9/22/2017

EMS-7020, Virginia Minimum Data Set, 7/17/2017

EMS-7021, Logon Requests - VPHIB, Hospital Hub, Virginia Statewide Trauma Registry, 9/22/2017

EMS-7024, Required Submission of Prehospital Patient Care Reports by Nontransport EMS Agencies, 4/17/2017

EMS-7101F, Authorized Durable Do Not Resuscitate Form and Instructions, 7/23/2017

EMS-7102, How to Purchase Durable Do Not Resuscitate Bracelets and Necklaces, 7/23/2017

EMS-8001, Virginia Rescue Squad Assistance Fund (RSAF) Grant Program - Reimbursement Instructions, 12/17/2014

EMS-8002, E-Gift Agency Super User Guide, 8/31/2016

EMS-8004, E-Gift Financial Officer Guide, 12/18/2014

EMS-8005, E-Gift Financial Officer User Guide - Nonlicensed Agency, 12/18/2014

EMS-8006, E-Gift RSAF Grant Application For EMS Agency, 8/15/2015

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EMS-8013, E-Gift OMD User Guide for Nasal Narcan, 12/20/2018

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ENV-1994-02, Sand Filter Systems Permitted under Individual VPDES of NPDES Permits which do not discharge, 5/17/1994

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ENV-1994-04, Inspecting Pump Station Electrical Controls, 6/20/1994

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ENV-1995-02, Mass Drainfield Reviews, 6/29/1995

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ENV-1996-01, Variance from Maintenance Contract Requirements in Discharge Regulations, 6/6/1996

ENV-1997-01, Time Limit to Appeal Certain Case Decisions, 8/26/1997

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ENV-2011-01, Rainwater Guidelines, 3/31/2011

ENV-2013-01, Implementation of the Alternative Onsite Sewer System Regulations Nitrogen Requirements, 12/12/2013

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ENV-2016-01, Trench Design and Construction Requirements, 3/24/2016

ENV-2016-02, Fee Regulations Implementing Policy, 4/22/2016

ENV-2016-03, TL-3 Field Testing, 5/12/2016

ENV-2017-01, Onsite Sewage Application Expectations and Requirement, 11/16/2017

ENV-2017-02, Revisions to Guidance Memoranda and Policy (GMP) 2004-01 and GMP 2011-02, 11/16/2017

ENV-2017-03, Safe, Adequate, and Proper Reviews, 11/16/2017

ENV-2017-04, Implementation of the Onsite Sewage Quality Assurance Program, 11/16/2017

ENV-2018-01, Enforcement Manual for AOSS Regulations, 7/30/2018

ENV-2018-02, Procedures Associated with Change in Definition of Maintenance, 7/30/2018

ENV-2018-03, Implementation of HB-888; Transition of Evaluation and Design Services, 7/30/2018

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ENV-356, Clarification to Boil Water Notice, 11/21/1991

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ENV-401, Hazard Analysis Critical Control Point (HACCP) Guidelines, 4/1/1997

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ENV-418, Foodservice Protection - Continental Breakfasts, 5/17/2005

ENV-420, Condemnation and Impoundment of Food, 12/1/2017

ENV-421, Re-Use of Plastic Pickle Buckets, 4/11/2006

ENV-422, Establishment Fees, 11/20/2007

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ENV-429, Enforcement of Virginia Indoor Clean Air Act, 3/31/2010

ENV-431, Establishment Fees, 5/25/2011

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EPI-102, Memorandum: Sexually Transmitted Disease or Human Immunodeficiency Virus (HIV) Interview Periods for HIV Spousal Notification, 3/30/2001

EPI-103, Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools, 6/27/1997

EPI-104, Memorandum: Law-Enforcement Officer and Deemed Consent, 7/2/1997

EPI-201, Minimum Immunization Requirements for Entry into Child Care and School, 3/22/2012

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EPI-202, Birthing Hospital Guidelines (Updated 2016) VDH Perinatal Hepatitis B Program, 12/29/2016

EPI-203, VERIP Guide - Guide for Registry Providers to Sign Agreements for Access to Registry, 12/29/2017

EPI-301, Virginia Disease Control Manual, 6/1/2013

EPI-302, Virginia Guidelines for Rabies Prevention and Control, 9/1/2017

EPI-304, Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates, 12/8/2011

EPI-306, Beach Monitoring Protocol, 3/1/2007

EPI-309, Communicable Disease Reference Chart for School Personnel, 11/1/2011

EPI-311, Guidelines for Infection Control in Virginia Department of Health Personnel, 6/15/2008

EPI-317, Pandemic Influenza Response Plan, 4/1/2009

EPI-318, Isolation and Quarantine Guide for Communicable Diseases of Public Health Threat, 2/6/2007

EPI-404, Virginia Tuberculosis Control Laws Guidebook, 4/4/2014

EPI-405, Virginia Tuberculosis Homeless Incentive and Prevention Program, 1/31/2012

EPI-406, Tuberculosis Drug Assistance Program Procedures, 12/6/2012

EPI-407, Drug Assistance Program for Patients Needing Second Line Tuberculosis Drugs, 12/6/2012

EPI-408, Tuberculosis Guidelines for Determination of Completion of Treatment, 7/2/2013

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EPI-411, Guidelines for the Use of Isoniazid/Rifapentine for Treatment of Latent Tuberculosis Infection in Health Department Settings, 10/1/2012

EPI-412, Recommended Sample Collection Schedule for Monitoring Smear and Culture Conversion, 12/30/2015

EPI-413, Policies Regarding Treatment for Active/Suspected Tuberculosis Whose Regimen Did Not Contain a Full Course of Rifamycin, 12/30/2015

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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. 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 of Health Professions, at the address provided or by telephone at (804) 367-4403. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998.

75-3, Mission and Vision of the Board of Health Professions, adopted April 1998

75-4, Bylaws of the Board of Health Professions, adopted January 12, 2005

DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the department's 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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine Yeatts, Agency Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Department Policies:

http://www.dhp.virginia.gov/dhp_guidelines/default.htm

76-10.02, Providing Sanction Reference Point worksheets to respondents, revised May 15, 2018

76-10.03, Subpoenas for disciplinary hearings, revised December 27, 2017

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76-10.12, Participation of Adjudication Specialists in Closed Sessions, adopted August 9, 2017

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76-35, Rights and Responsibilities: The Virginia Freedom of Information Act, revised July 1, 2107

76-39, Guidelines for Pro Hac Vice Admission of out-of-state counsel and practice by non-lawyers, reaffirmed December 14, 2017

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76-40.05, Disciplinary cases involving board members, revised March 6, 2018

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76-70.18, Website policies, revised December 27, 2017

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Enforcement and Inspection Documents:

76-21.1, Pharmacy Inspection Report, November 2018

76-21.1:1, New/change of location/remodel pharmacy inspection report, January, 2017

76-21.1:4, Humane society and animal shelter inspection report, June 2010

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76-21.3:2, Crematory inspection report, September 2013

76-24.3, Dental office inspection report, March 2018

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the State Council of Higher Education for Virginia, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Beverly Rebar, at the same address, telephone (804) 225-2600, FAX (804) 225-2604 or email beverlyrebar@schev.edu. All documents are available on SCHEV's website at http://www.schev.edu.

Guidance Documents:

2855, Policies and Procedures for Program Approval, 4/1/2016

2857, Program Productivity/Viability at Public Institutions, 10/1/2013

2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes, 8/1/2013

2863, Chart of Accounts for Virginia State-Supported Colleges and Universities, 12/14/2015

2868, Higher Education Fixed Assets Guidelines for Educational and General Programs, 11/1/2010

2869, Equipment Trust Funds Policies and Procedures, 6/26/2013

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5798, Virginia Two-Year College Transfer Grant Program, 7/1/2015

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5898, Financial Assistance for Industry-Based Certification and Related Programs, 7/18/2017

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6060, Guidance for Institutions Providing Instruction Through Distance Education Modalities, 11/30/2016

6377, Guidelines and Approval Process for Exemption from Certification for Postsecondary Schools Otherwise Subject to Regulation, 6/7/2018

6417, Virginia Institutions of Higher Education Guidelines to Move OER Forward, 12/3/2018

6568, Mission Statement Changes at Public Institutions, 1/31/2019

6569, Escalation of Degree Level Policy, 1/31/2019

6570, Financial Aid Award Letters Policies and Guidance, 1/31/2019

6571, SCHEV Dual Enrollment Policy, 1/31/2019

6572, Guidelines on Award of Credit for Military Training, Education and Experience, 1/31/2019

6573, State Transfer Policy, 1/31/2019

6574, Policy on Student Learning Assessment and Quality in Undergraduate Education, 1/31/2019

6575, Virginia Public Higher Education Policy on Course Credit for AP, Cambridge, CLEP, and IB, 1/31/2019

DEPARTMENT OF HISTORIC RESOURCES

All agency guidance documents are available electronically on the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov and on the agency website. Hard copies are available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221 or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency archives manager, Quatro Hubbard, at the address provided, 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.

Regional office addresses and phone 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, 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:

6470, Historic Preservation Easement Program Administrative Fees Billing Statement, 12/21/2018

4630, Historic Preservation Easement Program Policies 1 through 12, 12/21/2018

4642, Virginia Battlefield Preservation Fund Guidelines for Applications, Prioritization and Award of Grants, 12/20/2018

4643, Virginia Battlefield Preservation Fund Grants 2016 Grants Application Form, 12/20/2018

5684, Easement Program Information Packet, 12/22/2018

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Board of Historic Resources

4596, Preliminary Information Form (PIF) for Historic Districts, 12/6/2017

4593, Virginia's Historical Registers: A Guide for Property Owners, 12/6/2017

4594, Preliminary Information Form (PIF) for Archaeological Sites, 12/6/2017

4595, Preliminary Information Form (PIF) for Individual Properties, 12/6/2017

4597, National Register of Historic Places Registration Form, 12/6/2017

4598, Notification and Public Participation Processes for National Register/Virginia Landmarks Register Nominations in Virginia, 12/6/2017

4599, Photograph Guidance for National Register Nominations in Virginia, 12/7/2017

4600, National Register/Virginia Landmarks Register Process as Managed by the VDHR, 12/6/2017

4601, Application to Propose Placement of New Virginia Historical Highway Marker, 1/1/2017

4636, Permit for Application for Archaeological Removal of Human Burial, 7/1/1998

Department of Historic Resources

4593, Virginia's Historical Registers: A Guide for Property Owners, 12/6/2017

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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

4629, Instructions to Apply for State and Federal Rehabilitation Tax Credits, 11/12/2010

4631, DHR State Collections Management Standards, 6/16/2011

4637, Application for Archaeological Investigation on State Lands, 7/1/1998

4638, Cell Tower Review Submission Guidelines, 7/1/2010

4639, Guidelines for Assessing Visual Effects on Historic Properties, 6/30/2010

4640, Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in the Commonwealth of Virginia, 1/8/2010

4641, How to Apply for Designation as a Certified Local Government in Virginia, 12/28/2015

6150, Audit Report for Rehabilitation Tax Credit program, 12/31/2016

6151, Agreed-Upon Procedures Report for Rehabilitation Tax Credit program, 12/31/2016

6152, Schedule of Rehabilitation Expenses, 12/31/2016

6153, Schedule of Construction Costs for Rehabilitation Tax Credit Program, 12/31/2016

6154, Certification Requirements for Rehabilitation Tax Credit Program, 12/31/2016

6155, Billing Statement for Rehabilitation Tax Credit program, 12/31/2016

6465, VDHR Certified Local Government Grants Manual, 12/20/2018

6466, Certified Local Government Subgrant Application Form FY2018-2019, 12/20/2018

6471, Historical African American Cemetery and Graves Fund Program Manual, 12/21/2018

6472, Historical African American Cemetery and Graves Fund Application Form, 12/21/2018

6473, Cemetery Fund Acknowledgement of Reporting Requirements, 12/21/2018

6474, Cemetery Fund Maintenance Agreement, 12/21/2018

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 address or telephone number provided or by email at kyle.flanders@dhcd.virginia.gov.

Guidance Documents:

5888, Virginia Main Street - Program Guidelines, 4/1/2017

5889, Virginia Main Street Designation Application, 12/16/2015

5890, Indoor Plumbing Rehabilitation Program Manual, 10/1/2018

5892, Vibrant Community Initiative, 10/1/2017

5895, Appalachian Regional Commission Program Guidelines, 12/21/2018

5901, HOMEownership Down Payment and Closing Assistance Program Guidelines, 10/1/2017

5903, Affordable and Special Needs Housing - Consolidated Application Program Guidelines, 8/1/2018

5906, Virginia Homeless and Special Needs Housing Funding Guidelines 2018-2020, 11/1/2018

5907, Virginia Weatherization Assistance Program Operations Manual, 4/1/2018

5923, 2018 Community Development Block Grant (CDBG) Program Design, 3/1/2018

5924, Virginia Department of Housing and Community Development Emergency Home and Accessibility Repairs Program, 6/23/2015

5926, Affordable Housing Preservation (AHP) Program Minimum Design, Construction, and Housing Rehabilitation Standards, 12/21/2015

5927, Lead Safe Housing Policies and Procedures with HOME Program Funds, 12/21/2015

5928, Environmental Review of Projects Assisted with HOME Program Funds, 11/6/2012

5931, Acquisition and Relocation, 12/21/2015

5933, Section 3 Policies and Procedures for Recipients of HOME Program Funds, 12/21/2015

5934, Section 504 Procedures for Recipients of HOME Program Funds, 5/1/2013

5935, Federal Labor Standards with HOME Program Funds, 12/21/2015

6061, Virginia Individual Development Accounts: Program Design, 1/1/2012

6084, Downtown Investment Grant Application Manual, 12/3/2018

6085, Financial Feasibility Study Application Manual, 12/3/2018

6086, Virginia Telecommunications Initiative Program Guidelines and Criteria, 9/20/2018

6275, DHCD Commercial District Affiliates Grant Application Manual, 12/3/2018

6449, Livable Home Tax Credit Application and Guidelines, 6/1/2018

Board of Housing and Community Development

5884, Grant Year 2018 Job Creation Grant Instruction Manual, 12/1/2018

5885, Grant Year 2018 Real Property Investment Grant Instruction Manual, 12/1/2018

5886, Grant Year 2018 CPA Agreed-Upon Procedures Instruction Manual, 12/1/2018

5887, Local Zone Administrator's Management Manual, 12/1/2018

5902, Continuing Education Policy Applicable to BHCD Certified Code Enforcement Personnel, 10/1/2012

Commission on Local Government

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 - BOUND ADJ AGR, Commission on Local Government: Boundary Adjustments by Agreement, 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://www.townhall.virginia.gov.

Questions regarding interpretation or implementations of these documents may be directed to Paul Brennan at the address or telephone number provided.

Guidance Documents:

4368, Multi-Family 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, 12/3/2018

5632, Housing Choice Voucher Program Operations Manual, 5/1/2016

5633, Low-Income Housing Tax Credit Manual, 12/31/2017

5634, Compliance and Asset Management Operations Manual, 12/3/2018

5635, Homeownership Originations Policies Manual, 12/7/2018

5932, Mortgage Credit Certificates (MCC) Program Guide, 12/12/2018

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, telephone at (804) 786-4045, FAX at (804) 371-0231, or email at 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/agyheadhandbook.pdf?sfvrsn=4, revised February 2014.

2019 - Compensation Authorizations - Posted July 6, 2018

- Authorizations and Compensation Activities for Fiscal Year 2019
- FY19 Salary Adjustments - Frequently Asked Questions (FAQs) 7/6/18

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- 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
- Performance Management Quick-Reference Card

FAQs - Work Hours Limitation for Wage Employees, http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/assets/faqsworkhourslimitationsforwageemployees.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

Job Structure, http://www.dhrm.virginia.gov/agencyhumanresourceservices/joborganizationstructure, revised September 2000

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
- 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/pmis/pmis-cardinal-new-fields-guide_final.pdf?sfvrsn=2

PMIS Layoff Guide 2016, http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html

PMIS PSE200 Rollback Transaction 2016, http://web1.dhrm.virginia.gov/itech/guidesandmanuals.html

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HurBits Live Videos - PSE001 Original Appointment Transaction 2016, http://web1.dhrm.virginia.gov/itech/hurbitstoc.html

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

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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/mwg-internal/de5fs23hu73ds/progress?id=hOtww7ZvZMbvezC2Dd9x65qJ3xNwjHaQc32AyddwC3o,&dl, revised July 10, 2017

Salary Structure, http://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/salarystructure072513.pdf?sfvrsn=2, revised August 10, 2015

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Talent Management http://www.dhrm.virginia.gov/agencyhumanresourceservices/talentacquisition October 2018

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/pol1_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, 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/cova-care-2018-amendment.pdf?sfvrsn=0, effective July1, 2018

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COVA HealthAware Member Handbook, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/covahealthawarememberhandbook2016.pdf?sfvrsn=2, revised July 2016

COVA HealthAware Member Handbook Amendment, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/handbooks/2018-cova-healthaware-amendment.pdf?sfvrsn=0, effective July1, 2018

COVA HealthAware Member Handbook Amendment, http://www.dhrm.virginia.gov/mwg-internal/de5fs23hu73ds/progress?id=-xkqLRUgoFzmuU5pkYRY6KsEgDUZvWxU8Ms0CvqDvJA,&dl, effective July 1, 2017

Flexible Spending Account (FSA) Sourcebook, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/fsa-sourcebook-2018-a10323.pdf?sfvrsn=0, revised July 2018

Line of Duty Act (LODA) Plan 2017 Benefits Summary - Former LODA Employment *and* LODA Plan – Current LODA Employment, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-summary.pdf?sfvrsn=28, effective July 1, 2017

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

LODA PLAN 1 - Former Employment Member Handbook, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/loda-summary-plan-description-2018.pdf?sfvrsn=0, effective July 1, 2017

LODA PLAN 2 - Current LODA Employment Member Handbook, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-summary-plan-2-description.pdf?sfvrsn=0, effective July 1, 2017

LODA Plan - (Grandfathered) Former/Current Member Handbook Amendment 2018, http://www.dhrm.virginia.gov/mwg-internal/de5fs23hu73ds/progress?id=F8rDIP7YF6Mqq7Be1PIty-1twjhfNcGjIgk4oX_asbQ,&dl

LODA PLAN - (Non-Grandfathered) Former/Current Member Handbook Amendment 2018, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-notification-newlaw-2018.pdf?sfvrsn=0

LODA PLAN 3 - Medicare Primary Member Handbook, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/loda-plan-3-summary-plan-description.pdf?sfvrsn=0, effective July 1, 2017

State Retiree Health Benefits Program

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 2017 Amendment, http://www.dhrm.virginia.gov/docs/default-

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Dental/Vision Handbook Insert, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/medicare-dv-insert-2017.pdf?sfvrsn=4, revised January 2017

Prescription Drug Handbook Insert for January 2019, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/prescription-drug-insert-2019.pdf?sfvrsn=0

Express Scripts Medicare Prescription Plan Evidence of Coverage for 2019, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/2019-evidence-of-coverage.pdf?sfvrsn=0

Express Scripts Medicare Prescription Plan 2019 Formulary, http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/retiree/2019-formulary.pdf?sfvrsn=0

The Local Choice Health Benefits Program

2018 The Local Choice Key Advantage Member Handbook, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/KeyAdvantageMemberHandbook2018.pdf published May, 2018

2018 The Local Choice Key Advantage Expanded Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKeyAdvantagewithExpandedBenefits201819.pdf effective July 1, 2018

2018 The Local Choice Key Advantage 250 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKeyAdvantage250BenefitSummary201819.pdf effective July 1, 2018

2018 The Local Choice Key Advantage 500 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKeyAdvantage500BenefitSummary201819.pdf effective July 1, 2018

2018 The Local Choice Key Advantage 1000 Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKeyAdvantage1000BenefitSummary201819.pdf effective July 1, 2018

The Local Choice Prescription Drugs - Key Advantage Plans, http://www.thelocalchoice.virginia.gov/planinfo/plans2017_2018/TLCDrugList11152016.pdf effective November 2016

2018 The Local Choice Kaiser Permanente Benefits Summary, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCKaiserPermanenteBenefitSummary2018.pdf effective July 1, 2018

2011 The Local Choice Member Handbook Medicare Coordinating Plans, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCMedicareHandook092011.pdf revised 2011

2018 The Local Choice Advantage 65 Medical Only Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCAdvantage65BenefitSummary2018-19.pdf effective January 1, 2018

2018 The Local Choice Advantage 65 with Dental/Vision Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCAdvantage65DVBenefitSummary2018-19.pdf effective January 1, 2018

The Local Choice Dental/Vision Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/TLCAdvantage65DentalVisionBenefitSummary.pdf effective January 1, 2016

2018 The Local Choice Medicare Complementary (Option I) Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCMedicareComplementaryBenefitSummary2018-19.pdf effective January 1, 2018

2008 The Local Choice HDHP Member Handbook, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPmemberhandbook2008.pdf published 2008

2018 The Local Choice HDHP Benefits Summary Insert, http://www.thelocalchoice.virginia.gov/planinfo/plans2018_2019/TLCHDHPBenefitSummary201819.pdf effective July 1, 2018

2014 The Local Choice HDHP Amendment, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendment2014.pdf effective July 1, 2012

2010 The Local Choice HDHP Amendment, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendment2010.pdf effective October 1, 2010

2014 The Local Choice HDHP Amendment on Residential Treatment, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPAmendmentResidentialTreatment011215.pdf effective July 1, 2014

2010 The Local Choice HDHP Chiropractic Amendment, http://www.thelocalchoice.virginia.gov/planinfo/handbooks/HDHPChiroNotificationofChanges.pdf effective October 1, 2010

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 provided.

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.

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 and may be viewed using the links provided.

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 this guidance document list to Kristen Peterson, telephone (804) 588-3902 or email 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.

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.

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.

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.

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.

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.

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.

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.

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.

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. 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.

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.

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 Centre, 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

Cooperative Programs - Jim Garrett, telephone (804) 588-4419, or email james.garrett@doli.virginia.gov

Labor and Employment Law - Division of Labor and Employment Law, telephone (804) 786-0574, or email laborlaw@doli.virginia.gov

Occupational Health - Ron Graham, telephone (804) 786-0574, or email ron.graham@doli.virginia.gov

Occupational Safety - Jennifer Rose, telephone (804) 786-7776, or email jennifer.rose@doli.virginia.gov

Registered Apprenticeship - Kathleen Eddington, telephone (804) 786-2382, or email kathleen.eddington@doli.virginia.gov

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, Holly Raney telephone (804) 371-2631, or email holly.raney@doli.virginia.gov

Voluntary Protection Program - Milford Stern, 540-562-3580, or email 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, 7/1/2018

APP-20, Orientation for Registered Apprenticeship Workforce Partners, 10/11/2018

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

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 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

01-009A, 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

01-015A, State Plan Policies and Procedures Manual (Through CH-5), 3/1/1996

01-017, Expedited Informal Settlement Agreement (EISA) Program, 3/1/2005

01-019, State Emphasis Programs: Development, Approval, Adoption, and Evaluation, 6/15/2018

01-020, OSHA Support of National Institute for Occupational Safety and Health Fatality Assessment and Control Evaluation (FACE) Program, 3/1/2005

02-003S, VOSH Procedures to comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 02-00-051 (formerly CPL 2-0.51J); Appendix, 6/15/2018

02-004A, Collection of OSHA-300 Log Data, 2/15/2004

02-006B, Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual (ARM) - Enforcement Policies and Procedures, 1/1/2010

02-009B, Prison Inmate Form Letter, 1/15/2014

02-010, Information to be Included in Closing Conferences, 8/15/1993

02-011, Temporary Help Supply Services Used by Employers, 10/1/1993

02-013, Compliance Policy for Emergency Action Plans and Fire Prevention Plans, 4/1/2003

02-016, Safety and Health Information Bulletins, 2/15/2004

02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequence, 1/15/1994

02-021, Interpretative Rule Addressing OSHA's Policy on Employee Rescue Efforts, 29 CFR 1903.14, 8/15/1995

02-022A, 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records, 11/1/2009

02-023, Citation and IMIS Guidance for the Administrative Regulations Manual (ARM), 8/15/2009

02-024A, Severe Violator Enforcement Program (SVEP), 9/1/2013

02-026, Misclassification of Employees in VOSH Cases, 7/1/2017

02-028, State and Local Government Penalties, 12/1/2018

02-032, Guidelines for Implementing the Field Sanitation Standard, § 1928.110, 4/15/1993

02-050A, General Schedule Inspection Errors: Guidance for Inspection of Establishments, 12/15/2013

02-053C, Procedures for Photographs, Audio and Video Recordings Taken During VOSH Inspections or Investigations, 8/15/2011

02-054A, Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretive Guidance, 8/1/1999

02-060B, Inspection Procedures for the Hazard Communication Standard, 1910.1200, 1915.99, 1917.28, 1918.90, 1926.59 and 1928.21, 2/1/2016

02-061, Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions, 4/4/1988

02-062A, Application of the Permit-Required Confined Spaces (PRCS) Standards, § 1910.146, 4/1/2003

02-064A, Procedure for Handling Issuance of Citations to VDOT, 12/15/2007

02-065C, Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations Manual, CNSP 146 and 1910.268 (t), 6/1/2018

02-067D, Overhead High Voltage Line Safety Inspection Procedures and Interpretations, 5/1/2018

02-071, Inspection Guidelines for Post-Emergency Response Operations Under 29 CFR 1910.120, 9/15/1991

02-072B, Index of General Industry Standards Applicable to the Construction Industry, 5/15/1994

02-073B, Inspection Procedures for 29 CFR 1910.120 and 1926.65, Paragraph (q): Emergency Response to Hazardous Substance Releases, 10/1/2007

02-101, OSHA/U.S. Coast Guard Authority Over Vessels, 11/15/1998

02-105A, Inspection Scheduling for Construction, 1/15/2014

02-106, Nursing and Residential Care Facilities, Inspection Procedures, 6/1/2013

02-110, VOSH Enforcement Policy for New Reporting Requirements under § 40.1-51.1 D of the Code of Virginia and 16VAC25-85-1904, 7/1/2017

02-206A, Inspection of Grain Handling Facilities, § 1910.272, 11/15/1998

02-208A, Acceptance of U.S. Department of Transportation (DOT) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device (DID), 9/1/1994

02-209, Fixed Ladders Used on Outdoor Advertising Structures or Billboards in the Outdoor Advertising Industry, 4/15/1993

02-210, Excavation and Trench Procedures and Interpretations Manual, 3/5/1990

02-211B, The Control of Hazardous Energy - Enforcement Policy and Inspection Procedures, 5/1/2008

02-213, Inspection Procedures and Guidelines for Lift-Slab Construction Operations, 9/1/1991

02-214, Home-Based Worksites, 10/1/2000

02-215, Enforcement Authority at the Department of Energy's Government Owned, Contractor Operated (GOCO) Sites, 5/1/1992

02-216, Electrical Safety-Related Work Practices - Inspection Procedures and Interpretive Guidelines, 7/15/1992

02-217, Guarding of Three-Roller Printing Ink Mills, 9/1/1994

02-218, Awareness Barriers Installed on Metal Cutting Shears, 9/1/1994

02-223, Abrasive Operations Using Cutoff Wheels and Masonry Saws, §§ 1910.215, 1926.303 and 1926.702(i), 8/15/1995

02-224B, Inspection Policy and Procedures for OSHA's Steel Erection Standards for Construction; Clarification of OSHA's Enforcement Policies relating to Floors/Nets and Shear Connectors; Cancellation of CPL 02-01-046, 12/1/2010

02-225D, Focused Inspections in Construction - Renewal, 7/1/2013

02-226A, Enforcement of Electric Power Generation, Transmission, and Distribution Standard, § 1910.269, 2/15/2004

02-228, Guidelines for Point of Operation Guarding of Power Press Brakes, 9/15/1998

02-230, Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction - 29 CFR 1926.450-454, 3/15/1999

02-231B, Inspection Procedures for Accessing Communication Towers by Hoist, 9/30/2014

02-232A, Compliance Assistance for the Powered Industrial Truck Operator Training Standards, 2/1/2002

02-234A, 29 CFR Part 1910, Subpart T – Commercial Diving Operations, 9/1/2011

02-235, Slide-locks – Enforcement Policy, Inspection Procedures and Performance Guidance Criteria, 12/15/2007

02-240, Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations, 9/15/2009

02-243A, Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry, 1/15/2012

02-244, Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations (corrected), 5/9/2011

02-245, Compliance Policy for Manufacture, Storage, Sale, Handling, Use and Display of Pyrotechnics, 1/15/2012

02-247, Compliance Directive for the Cranes and Derricks in Construction Standard, 1926.1400 through 1926.1442, 2/1/2016

02-390B, Compliance Guidance for Residential Construction, 6/15/2011

02-395, Logging Operations, Inspection Procedures and Interpretive Guidance Including Twelve Previously Stayed Provisions, 11/15/1998

02-399, Chocking of Tractor Trailer under the Powered Industrial Truck Standard, 8/15/2000

02-400C, Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens, 2/1/2014

02-403A, Compliance Dates for the Lead Standard with Clarification of the Implementation Schedule, 1910.1025, 1/15/1992

02-406, Air Contaminants Standard, 1910.1000 - Inspection Procedures and Enforcement Guidance Resulting from Court Decision Vacating 1989 PELs, 9/15/1993

02-407, Lead Exposure in Construction: Interim Final Rule; Inspection and Compliance Procedures, 5/1/1994

02-410, Brass and Bronze Ingot Manufacturing Industry Compliance Requirements and Dates under the Lead Standard, § 1910.1025, 5/15/1998

02-411A, Inspection Procedures for the Respiratory Protection Standard, 1910.134, 9/30/2014

02-413, Guidelines for Noise Enforcement; Appendix A, 11/15/2009

02-415, Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, §§ 1910.1052, 1915.1052 and 1926.1152, 2/1/2002

02-419, Audiometric Testing Using Insert Phones, 5/12/1989

02-421, Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities, 8/20/1986

02-422A, Inspection Procedures for Occupational Exposure to Asbestos Final Rule, §§ 1910.1001, 1926.1101 and 1915.1001, 8/15/1996

02-423, Occupational Exposure to Hazardous Chemicals in Laboratories, 6/15/1991

02-426A, Enforcement Procedures for Occupational Exposure to Formaldehyde, 5/1/1992

02-432, Inspection Procedures for Occupational Exposure to 1,3-Butadiene (BD), § 1910.1051, 11/15/1998

02-433A, Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis, 8/15/2015

02-436, Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101, 2/1/2002

02-437, Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-up Operations, 9/15/2006

02-439, Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds, 9/15/2006

02-440, Inspection Procedures for the Chromium (VI) Standards, 5/1/2008

02-442, Inspection Procedures for Occupational Exposure to Beryllium in General Industry, Construction and Public Sector Maritime, 9/15/2018

02-800B, Longshoring and Marine Terminals "Tool Shed" Directive, 1/1/2013

02-801C, Shipyard Employment "Tool Bag" Directive, 9/1/2014

02-802A, Maritime Cargo Gear Standards and Part 1919 Certification, 2/15/2014

02-803A, 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 8/15/2011

02-804, Subpart I, Personal Protective Equipment (PPE) for Shipyard Employment (Public Sector)-Inspection Procedures and Interpretive Guidelines, 8/1/2011

03-001C, Consultation Policies and Procedures Manual, 10/1/2016

03-007, Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification, 5/15/2007

03-100, Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Compounds, 12/12/1986

03-101, Guidelines on the Stability of Well Servicing Derricks, 9/15/1991

03-102, Changes in Reporting Hazard Correction Verification, 2/15/2004

04-001E, VOSH Whistleblower Investigation Manual, 7/1/2016

05-001, A Professional Development Training Program for VOSH Compliance and Consultation Personnel, 7/1/2000

06-002, Designated First Aid Providers - Applicability of Bloodborne Pathogens Standard in General Industry, 8/15/2000

06-003, Definition of "Employee" for Purposes of VOSH Enforcement Program, 5/13/1986

06-005, Radford Arsenal and Radford Army Ammunition Plant: VOSH Cession of Enforcement Jurisdiction to Federal OSHA, 7/21/1986

06-008, Procedures for Requesting Interpretation of the Conflict of Interests Act, 4/4/1988

06-011A, Letter of Interpretation Concerning Volunteer Firefighters and 16VAC25-60-10 of the ARM, 5/15/2008

06-013, Standard Interpretation of 1926.50 (c); First Aid Training on Construction Sites, 5/18/1988

06-016A, Standard Interpretation: Applicability of Permit-Required Confined Space Standard for General Industry, § 1910.146, to Insurance Companies Employing Boiler and Pressure Vessel Safety Inspectors, 9/1/1994

06-104, Standard Interpretation of 1926.451(d)(7), Securing Scaffolding to a Building or Structure, 8/15/2005

06-150, Standard Interpretation of 1910.151(b), Medical and First Aid, 8/15/2005

06-201, Use of 1910.132(a) and 1926.95(a) to Require Use of Seat Belts in General Industry and Construction Vehicles Potentially Subject to Tip over Due to Operational or Workplace Hazards, 3/1/2005

06-222, Interpretations of Electrical Standard for Construction Industry (§§ 1926.432(a)and 1926.417(b)), 8/15/2005

07-006C, Public Participation Guidelines for the Safety and Health Codes Board, 7/1/2017

07-007, Amendment to Bylaws of the Safety and Health Codes Board, 7/1/2007

08-001, Exposure Control Plan for VOSH Personnel with Occupational Exposure to Bloodborne Pathogens, 3/15/2014

08-005A, Certified Safety and Health Official/Inspector Medical Examination Program, 9/1/2012

09-001, VOSH Field Operations Manual (FOM) , 1/25/2018

09-002, State Program Requirements for Statistical Information on the Incidence of Occupational Injuries and Illnesses by Industry; on the Injured or Ill Worker; and on the Circumstances of the Injuries or Illnesses, 10/15/1992

09-004, Respiratory Protection Manual, 8/1/2012

09-010, Partnership Programs, 7/15/1997

09-050, VOSH Voluntary Protection Program Challenge Policies and Procedures Manual, 6/15/2018

09-052E, OSHA Technical Manual (OTM), 2/1/2018

09-060, Virginia BEST Policies and Procedures Manual, 12/1/2016

09-070, VOSH - VADOC Challenge Pilot Policies and Procedures Manual, 7/15/2018

09-104A, Recordkeeping Policies and Procedures Manual (RKM), 4/15/2014

09-425, OSHA Occupational Chemical Database (formerly Chemical Information Manual), 9/1/2012

10-001, Information Dissemination System for Ergonomic Inspections and Consultative Visits Resulting in Significant Benefits, 10/19/1990

11-201, Permanent Variance From § 1910.178(n)(7)(iii); Virginia Precast Corporation, 4/20/1990

12-003H, Administrative Regulations Manual (ARM) for the Virginia Occupational Safety and Health Program, 1/15/2019

12-005, VOSH Voluntary Protection Program, 6/15/2018

12-008, Access to Employee Exposure and Medical Records, § 1910.1020, 11/1/2009

12-013, Exit Routes, Emergency Action Plans, and Fire Prevention Plans, §§ 1910.33 through 1910.39, Subpart E; Final Rule and Changes to Related Standards, 4/1/2003

12-015M, Standards Improvement Project - Phase III (SIP - III) Parts 1910, 1915, 1917, 1918, 1919, and 1926, 11/1/2013

12-101, Amendments to the Applicability of Standards in 29 CFR Part 1910, § 1928.21, 4/1/1995

12-102E, Respiratory Protection Standard, § 1910.134, and Other Related Standards in Parts 1910 and 1926, 12/15/2012

12-105C, Lead Standard, General Industry, § 1910.1025; Amendments, 2/15/1996

12-108B, Commercial Diving Operations: Subpart T of Part 1910, 3/1/2005

12-114B, Mechanical Power-Transmission Apparatus, §§ 1910.219 and 1926.307; Mechanical Power Presses, § 1910.217; Telecommunications, § 1910.268; and Hydrogen, § 1910.103, 7/15/2014

12-115, Amendment to Virginia Commercial Diving Standard, 1910.430, 3/9/1987

12-118H, Occupational Exposure to Asbestos, General Industry, § 1910.1001, Shipyard Employment, § 1915.1001, and Construction, § 1926.1101; Revised Final Rule, 12/15/1998

12-119B, Confined Spaces in Construction, Part 1926, Subpart AA, §§ 1926.1200 through 1926.1213; and Other Related Provisions, § 1926.953, Enclosed Spaces; and § 1926.968, Definitions, 2/1/2016

12-120, Virginia Confined Space Standard for the Telecommunications Industry, 1910.268(t), 10/7/1987

12-122, Lead Exposure in Construction, § 1926.62, 8/1/1993

12-123C, Hazard Communication Standard, 1910.1200; and Other Related Standards in Parts 1910,1915, and 1926; Corrections and Technical Amendment, 6/1/2013

12-124B, Amendment to Permit-Required Confined Spaces Standard for General Industry, § 1910.146, 8/1/1999

12-125, Retention of Department of Transportation (DOT) Markings, Placards, and Labels: §§ 1910.1201, 1915.100, 1917.29, 1918.100, and 1926.61, 4/1/1995

12-126, Employer Payment for Personal Protective Equipment (PPE); Final Rule, 4/1/2008

12-127, Employer Duty to Provide Personal Protective Equipment (PPE) and Train Each Employee; Clarification of Final Rule; Parts 1910, 1915, 1917, 1918 and 1926; and Correction, 5/15/2009

12-151A, Incorporation into Part 1926 those Part 1910 General Industry Safety and Health Standards determined to be Applicable to Construction Work, 5/15/1997

12-152F, Occupational Injury and Illness Recording and Reporting Requirements, §§ 1904.0 through 1904.46; and Amendments, 9/1/2018

12-201, Fall Protection in General Industry: 1910.23(c)(1), (c)(3), 1910.132(a), 12/24/1985

12-202, Explosive Actuated Fastening Tools, 1/21/1986

12-205, Safety Standards for Signs, Signals, and Barricades, Subpart G, §§ 1926.200 through 1926.203, 4/1/2003

12-211, Amendment to the Flammable Liquid Standard for General Industry, § 1910.106, 1/15/2019

12-220A, Exemption for Religious Reasons for Wearing Hard Hats, 9/1/1994

12-226D, Grain Handling Facilities Standard, § 1910.272; Technical Amendment, 8/15/1996

12-227C, Personal Protective Equipment, Parts 1910, 1915, 1917, and 1926, 4/1/2018

12-228, Amendment Concerning Presence Sensing Device Initiation of Mechanical Power Presses, 1910.211 and 1910.217, 8/18/1988

12-230, Standard Concerning Safety Testing or Certification of Certain Workplace Equipment and Materials, 8/18/1988

12-231, Amendment Concerning Servicing of Single Piece and Multi-Piece Rim Wheels, 1/30/1989

12-234C, Underground Construction Standard, § 1926.800, 2/1/2016

12-238B, Excavations Standard, §§ 1926.650 - 1926.652, 2/1/2016

12-239C, Virginia Unique Construction Industry for Sanitation; in General, 16VAC25-160-10, and Field Sanitation Standard, 16VAC25-180-10 [Agriculture], 8/1/2012

12-240, Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery and Equipment in General Industry and the Construction Industry, 16VAC25-97, 8/15/2009

12-242B, Gases, Vapors, Fumes, Dusts, and Mists, 1926.55, 2/1/2018

12-243A, Welding, Cutting and Brazing Standard, §§ 1910.252 - 1910.257, 4/1/1995

12-244, Amendment Concerning Revision of Construction Industry Test and Inspection Records, 5/15/1991

12-245B, Safety Standards for Scaffolds Used in the Construction Industry, §§ 1926.450 through 1926.454; Repeal of § 1926.556, Aerial Lifts; Corrections to §§ 1926.451 and 1926.453; and Administrative Stay of § 1926.451(b), 2/1/2013

12-246A, Overhead High Voltage Line Safety Act (Va. Code §§ 59.1-406 through 59.1-414), 2/15/2004

12-247, Safety Standards for General Industry and Construction; Final Rule; and Technical Amendments, 3/1/1994

12-248E, Electric Power Generation, Transmission and Distribution and Amendments, Parts 1910 and 1926; Amendment to Electrical Protective Equipment Standard, § 1910.137; Correcting Amendments, 2/1/2018

12-249, Process Safety Management of Highly Hazardous Chemicals, § 1910.119, Amendment to Explosives and Blasting Agents, § 1910.109; and Corrections, 8/3/2017

12-250C, Logging Operations, General Industry, 1910.266; Corrections, 1/15/2015

12-251C, Safety Standards for Steel Erection, §§ 1926.750 through 1926.759, 1926.760 (d) and (e); and 1926.761; Revised Final Rule, 12/1/2010

12-252, 16VAC25-75, Virginia Unique General Industry Standard for Telecommunications, General, Approach Distances, 10/15/2007

12-253, Virginia Unique Safety Standards for Fall Protection in Steel Erection, Construction Industry, 16VAC25-145, in lieu of 29 CFR 1926.760(a), 1926.760(b) and 1926.760(c), 12/1/2010

12-254D, Cranes and Derricks in Construction, §§ 1926.1400 through 1926.1442, 5/1/2018

12-255, Tree Trimming Operations, 4/26/2011

12-256, Rigging Equipment for Material Handling Construction Standard, § 1926.251; Correction and Technical Amendment, 2/1/2013

12-257A, Vehicle-Mounted Elevating and Rotating Work Platforms, § 1910.67, 2/1/2018

12-258, Pulp, Paper, and Paperboard Mills, 4/1/2018

12-259, Textiles, § 1910.262 Amendment, 6/1/2018

12-260, Walking-Working Surfaces and Personal Protective Equipment (Fall Protection Systems), Final Rule; and Other Related Provisions, 8/15/2017

12-265, Sawmills, § 1910.265 Amendments, 4/1/2018

12-333D, Powered Industrial Trucks (PITs), Parts 1910, 1915, 1917.1, 1918.1 and 1926; Correction, 3/15/2018

12-334A, Electrical Standard, Subpart S of Part 1910, §§ 1910.302 through 1910.308, 5/15/2009

12-335A, Revising Standards Referenced in 16VAC25-90-1910.102, Acetylene Standard for General Industry, § 1910.102, 8/1/2012

12-337, Overhead and Gantry Cranes, 3/15/2018

12-401, Hazardous Waste Operations and Emergency Response §§ 1910.120 and 1926.65, 4/1/1995

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Questions regarding interpretation or implementation of these documents may be directed to Carol Adams, Deputy Director, Library Development and Networking at the address provided, telephone (804) 692-3774, FAX (804) 692-3771, or email 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.

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. 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 of Long-Term Care Administrators, at the address provided or by telephone at (804) 367-4595. Copies are free of charge.

Guidance Documents:

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, revised June 28, 2018

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

95-8, Bylaws of the Board of Long-Term Care Administrators, revised October 5, 2017

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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, reaffirmed June 28, 2018

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VIRGINIA LOTTERY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 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.

Director's Orders:

All Director's Orders are issued by the department's Executive Director as Administrative Orders. These Orders interpret and implement the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11VAC5-31-10 through 11VAC5-31-200) and the games, promotions, and retailer incentives conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340).

The following Director's Orders are active as of the date of this filing:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, 8/15/1994

02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, 2/22/1999

70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, 10/13/2009

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

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

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

107(16), Virginia Lottery's Scratch Game 1697: "100X the Money" Final Rules for Game Operation, 8/2/2016

151(16), Virginia Lottery's Scratch Game 1738: "$4,000,000 Spectacular Riches" Final Rules for Game Operation, 11/4/2016

173(16), Virginia Lottery's Scratch Game 1771: "Gold Bar Bonanza" 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

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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

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: "$ Dollar Sign" 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 76(2017), Virginia Lottery's Scratch Game 1788: "Triple Your Money" Final Rules for Game Operation, 4/24/2017

77(2017), Virginia Lottery's Scratch Game 1781: "20X the Money" Final Rules for Game Operation, 4/24/2017

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

87(2017), Virginia Lottery's Scratch Game 1779: "Aces and 8's" Final Rules for Game Operation, 5/23/2017

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102(2017), Virginia Lottery's Scratch Game 1832: "Fast Bucks" Final Rules for Game Operation, 6/8/2017

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

124(2017), Virginia Lottery's Scratch Game 1773: "Jewel 7's" Final Rules for Game Operation, 8/4/2017 126(2017), Virginia Lottery's Computer-Generated Game "Powerball - Virginia-Specific" Final Rules for Game Operation, 8/12017

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

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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

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142(2017), Virginia Lottery's Computer-Generated Game "Print 'n Play Blackjack" Final Rules for Game Operation, 9/19/2017

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159(2017), Virginia Lottery's Scratch Game 1851: "Big Money Maker" Final Rules for Game Operation, 9/29/2017

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179(2017), Virginia Lottery's Scratch Game 1862: "Seven" 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

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190(2017), Virginia Lottery's Scratch Game 1817: "Chocolate" Final Rules for Game Operation, 11/17/2017

191(2017), Virginia Lottery's Scratch Game 1814: "EZ 1,040" Final Rules for Game Operation, 11/17/2017

195(2017), Virginia Lottery's Scratch Game 1863: "$30 Million Cash Out" Final Rules for Game Operation, 11/27/2017

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209(2017), Virginia Lottery's Scratch Game 1825: "$1,000,000 Jackpot Multiplier" Final Rules for Game Operation, 12/21/2017

210(2017), Virginia Lottery's Scratch Game 1808: "Cash Multiplier Crossword" Final Rules for Game Operation, 12/21/2017

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13(2018), Virginia Lottery's Scratch Game 1867: "5X the Money" Final Rules for Game Operation, 2/13/2018

14(2018), Virginia Lottery's Scratch Game 1871: "Bonus Word Crossword", 2/13/2018

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17(2018), Virginia Lottery's Scratch Game 1820: "Lucky 13" Final Rules for Game Operation, 2/6/2018

18(2018), Virginia Lottery's Scratch Game 1826: "1,000 Cash Dash" Final Rules for Game Operation, 2/13/2018

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26(2018), Virginia Lottery's Scratch Game 1833: "Ca$h Match" Final Rules for Game Operation, 2/28/2018

27(2018), Virginia Lottery's Scratch Game 1885: "Blazing Hot 7's" Final Rules for Game Operation, 2/28/2018

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53(2018), Virginia Lottery's Scratch Game 1893: "20X The Money" Final Rules for Game Operation, 5/22/2018

54(2018), Virginia Lottery's Scratch Game 1857: "7X The Money" Final Rules for Game Operation, 5/9/2018

55(2018), Virginia Lottery's Scratch Game 1894: "10X The Money" Final Rules for Game Operation, 5/31/2018

56(2018), Virginia Lottery's Scratch Game 1888: "$30,000 Cash Party" Final Rules for Game Operation, 5/31/2018

57(2018), Virginia Lottery's Scratch Game 1895: "100X The Money" Final Rules for Game Operation, 5/31/2018

58(2018), Virginia Lottery's Scratch Game 1912: "Win Either $50 or $100" Final Rules for Game Operation, 5/31/2018

59(2018), Virginia Lottery's Scratch Game 1914: "Find the 9's" Final Rules for Game Operation, 5/31/2018

65(2018), Virginia Lottery's "My Sheetz Birthday" Retailer Incentive Promotion Final Requirements for Operation, 6/18/2018

69(2018), Virginia Lottery's Scratch Game 1911: "Instant Jackpot" Final Rules for Game Operation, 5/31/2018

73(2018), Virginia Lottery's Scratch Game 1896: "5,555 Bonus Cash" Final Rules for Game Operation, 6/18/2018

74(2018), Virginia Lottery's Scratch Game 1898: "255,555 Bonus Cash" Final Rules for Game Operation, 6/18/2018

75(2018), Virginia Lottery's Scratch Game 1897: "55,555 Bonus Cash" Final Rules for Game Operation, 6/18/2018

76(2018), Virginia Lottery's Scratch Game 1900: "Cash Money" Final Rules for Game Operation, 6/18/2018

80(2018), Virginia Lottery's Computer-Generated Game: "Cash4Life" Final Rules for Game Operation, 6/29/2018

81(2018), Virginia Lottery's "Subscription Program Rules" for Virginia Lottery Computer-Generated Games Final Rules for Operation, 6/29/2018

82(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Ultimate 7's Bingo" Final Rules for Game Operation, 7/9/2018

83(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Super 7's Bingo" Final Rules for Game Operation, 7/9/2018

84(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Classic 7's Bingo" Final Rules for Game Operation, 6/29/2018

85(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Bonus 7's Bingo" Final Rules for Game Operation, 6/29/2018

94(2018), Virginia Lottery's Scratch Game 1904: "Creepy Cash" Final Rules for Game Operation, 6/18/2018

95(2018), Virginia Lottery's Scratch Game 1916: "5X the Money" Final Rules for Game Operation, 6/18/2018

98(2018), Virginia Lottery's Scratch Game 1899: "Win Either $100 or $200" Final Rules for Game Operation, 7/9/2018

99(2018), Virginia Lottery's "2 Ways 2 Win" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018

102(2018), Virginia Lottery's "Go for the Grand" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018

103(2018), Virginia Lottery's "Holiday Games Llama Sign" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018

106(2018), Virginia Lottery's "Enhanced Selling Bonus" Retailer Incentive Program, 6/29/2018

107(2018), Virginia Lottery's "FY19 eXTRA Chances Promotion" Final Rules for Operation, 7/17/2018

108(2018), Virginia Lottery's Computer-Generated Game: "Bank a Million" Final Rules for Game Operation, 7/17/2018

109(2018), Virginia Lottery's Computer-Generated Game: "Cash 5" Final Rules for Game Operation, 7/17/2018

110(2018), Virginia Lottery's Computer-Generated Game: "Pick 3" Final Rules for Game Operation, 7/17/2018

111(2018), Virginia Lottery's Computer-Generated Game "Pick 4" Final Rules for Game Operation, 7/17/2018

112(2018), Virginia Lottery's Scratch Game 1903: "Bingo Multiplier" Final Rules for Game Operation, 7/17/2018

113(2018), Virginia Lottery's Scratch Game 1889: "Super Bonus Crossword" Final Rules for Game Operation, 8/28/2018

114(2018), Virginia Lottery's "Game Guy Player Experience Promotion" Final Rules for Operation, 7/17/2018

120(2018), Virginia Lottery's "G.E.M. Go for the Grand" Retailer Incentive Promotion Final Requirements for Operation, 9/10/2018

122(2018), Virginia Lottery's "Retailer Recruitment - All Products FY19 Standing Rules" Retailer Incentive Program Final Requirements for Operation, 8/28/2018

123(2018), Virginia Lottery's "Retailer Recruitment - Mobile-Only FY19 Standing Rules" Retailer Incentive Program Final Requirements for Operation, 8/27/2018

124(2018), Virginia Lottery's "Player Awareness Program - Debit-at-Vending" Final Rules for Operation, 8/28/2018

125(2018), Virginia Lottery's "7 Eleven Spend $10 Retailer Incentive Promotion" Final Requirements for Operation, 8/27/2018

134(2018), Virginia Lottery's Scratch Game 1902: "Win a Spin" Final Rules for Game Operation, 9/20/2018

135(2018), Virginia Lottery's Scratch Game 1945: "We're Game (promotional ticket)" Final Rules for Game Operation, 9/20/2018

136(2018), Virginia Lottery's Scratch Game 1928: "Diamond Multiplier" Final Rules for Game Operation, 10/1/2018

137(2018), Virginia Lottery's Scratch Game 1927: "2X the Money" Final Rules for Game Operation, 10/1/2018

138(2018), Virginia Lottery's Scratch Game 1940: "Blackjack" Final Rules for Game Operation, 10/1/2018

139(2018), Virginia Lottery's Scratch Game 1947: "Blazing 7's Crossword" Final Rules for Game Operation, 10/1/2018

140(2018), Virginia Lottery's Scratch Game 1946: "7X the Money" Final Rules for Game Operation, 10/1/2018

141(2018), Virginia Lottery's Scratch Game 1917: Holiday Sparkle" Final Rules for Game Operation, 10/1/2018

142(2018), Virginia Lottery's Scratch Game 1918: "Gingerbread Doubler" Final Rules for Game Operation, 10/1/2018

143(2018), Virginia Lottery's Scratch Game 1919: "Winter Luck" Final Rules for Game Operation, 10/1/2018

144(2018), Virginia Lottery's Scratch Game 1924: "2019" Final Rules for Game Operation, 10/1/2018

146(2018), Virginia Lottery's "Holiday Cheer Extra 1% Commission" Retailer Incentive Final Requirements for Operation, 10/23/2018

147(2018), Virginia Lottery's "New Year's Millionaire Raffle" Final Rules for Game Operation, 10/1/2018

148(2018), Virginia Lottery's Scratch Game 1909: "Cash Payout" Final Rules for Game Operation, 9/28/2018

149(2018), Virginia Lottery's Scratch Game 1908: "Straight 8's" Final Rules for Game Operation, 9/28/2018

150(2018), Virginia Lottery's Scratch Game 1944: "Combo Play" Final Rules for Game Operation, 10/1/2018

151(2018), Virginia Lottery's Scratch Game 1921: "$250,000 Fortune" Final Rules for Game Operation, 10/1/2018

152(2018), Virginia Lottery's "7-Eleven Golden Nugget" Retailer Incentive Final Requirements for Operation, 10/30/2018

153(2018), Virginia Lottery's "March Madness, Scratcher Madness" Retailer Incentive Final Requirements for Operation, 10/30/2018

154(2018), Virginia Lottery's "G.E.M. March Madness, Scratcher Madness" Retailer Incentive Final Requirements for Operation, 10/30/2018

155(2018), Virginia Lottery's "Super Bonus Crossword Promotion" Final Rules for Operation, 9/26/2018

156(2018), Virginia Lottery's "7Rewards App" Retailer Incentive Final Requirements for Operation, 10/11/2018

157(2018), Virginia Lottery's "Fas Rewards Holiday Double Points" Retailer Incentive Final Requirements for Operation, 10/30/2018

158(2018), Virginia Lottery's "Triple Store Payout" Retailer Incentive Final Requirements for Operation, 11/16/2018

159(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play $50,000 Blackjack" Final Rules for Game Operation, 10/11/2018

160(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Blackjack" Final Rules for Game Operation, 10/11/2018

161(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Daily Crossword" Final Rules for Game Operation, 10/11/2018

162(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Diamond Club Crossword" Final Rules for Game Operation, 10/11/2018

163(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Gold Rush Crossword" Final Rules for Game Operation, 10/11/2018

164(2018), Virginia Lottery's Computer-Generated Game: "Print 'n Play Smokin' Hot Crossword" Final Rules for Game Operation, 10/11/2018

166(2018), Virginia Lottery's "Social Media Contest Promotion - FY19" Final Rules for Operation, 10/30/2018

167(2018), Virginia Lottery's "Super Bonus Crossword Promotion" Amendment Order, 10/23/2018

168(2018), Virginia Lottery's Scratch Game 1910: "$10,000 Bonus" Final Rules for Game Operation, 10/30/2018

169(2018), Virginia Lottery's Scratch Game 1925: "Pac-Man" Final Rules for Game Operation, 11/26/2018

170(2018), Virginia Lottery's Scratch Game 1935: "$100 Large" Final Rules for Game Operation, 11/26/2018

172(2018), Virginia Lottery's "Extreme Millions 2nd Chance Promotion (158 2017)" Amendment Order, 11/16/2018

174(2018), Virginia Lottery's "FY19 eXTRA Chances Promotion (107 2018)" Amendment Order, 11/16/2018

176(2018), Virginia Lottery's "$10 First Time Deposit Bonus Subscriptions Promotion" Final Rules for Operation, 11/26/2018

177(2018), Virginia Lottery's Scratch Game 1942: "X the Money Bingo" Final Rules for Game Operation, 11/26/2018

178(2018), Virginia Lottery's Scratch Game 1962: "Gingerbread Doubler" Final Rules for Game Operation, 11/26/2018

180(2018), Virginia Lottery's "Pac-Man" Promotion Final Rules for Operation, 12/4/2018

181(2018), Virginia Lottery's Scratch Game 1968: "2019" Final Rules for Game Operation, 11/28/2018

182(2018), Virginia Lottery's Scratch Game 1926: "Royal Riches" Final Rules for Game Operation, 12/4/2018

183(2018), Virginia Lottery's Scratch Game 1932: "Golden Nugget" Final Rules for Game Operation, 12/24/2018

184(2018), Virginia Lottery's Scratch Game 1930: "Money Bag Doubler" Final Rules for Game Operation, 12/4/2018

185(2018), Virginia Lottery's Scratch Game 1948: Weekly Two Grand" Final Rules for Game Operation, 12/4/2018

187(2018), Virginia Lottery's Scratch Game 1949: Double Dollar Bingo" Final Rules for Game Operation, 12/20/2018

189(2018), Virginia Lottery's "FY19 eXTRA Chances Promotion (174 2018)" Amendment Order, 12/20/2018

190(2018), Virginia Lottery's "Thank a Teacher Art Contest Promotion" Final Rules for Operation, 12/24/2018

197(2018), Virginia Lottery's Scratch Game 1923: "777" Final Rules for Game Operation, 12/24/2018

198(2018), Virginia Lottery's Scratch Game 1958: "Win A Spin" Final Rules for Game Operation, 12/24/2018

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

To obtain copies of the 2018 agency guidance document, 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, for no cost, on the DMAS website at https://www.virginiamedicaid.dmas.virginia.gov/wps/portal. Click on "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:

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

6067, Medicaid Memos 2016, 12/1/2016

6274, Medicaid Memos 2017, 12/4/2017

6468, Medicaid Memos 2018, 12/21/2018

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

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 webpage 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. 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 of Medicine, at the address provided or by telephone at (804) 367-4600. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm

85-1, Bylaws of the Board of Medicine, revised June 14, 2018

85-2, Assistant Attorney General Opinion of October 25, 1986 on who can do a school physical examination, reviewed and retained October 18, 2018

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, reaffirmed October 18, 2018

85-8, Authority for physician assistants to write Do Not Resuscitate Orders, reaffirmed October 18, 2018

85-9, Policy on USMLE Step attempts, reaffirmed October 18, 2018

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 October 18, 2018

85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, revised October 18, 2018

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, revised October 18, 2018

85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine, revised October 18, 2018

85-17, Guidance on supervisory responsibilities of an occupational therapist, adopted February 15, 2018

85-19, Practitioner Information System - Glossary of Terms, revised October 18, 2018

85-20, Official Opinion of the Attorney General, December 1992 on employment of surgeon by a nonstock, nonprofit corporation, reviewed and reaffirmed October 18, 2018

85-21, Official Opinion of the Attorney General, May 1995 on employment of physician by a for profit corporation, reviewed and reaffirmed October 18, 2018

85-23, Policy of the Virginia Board of Medicine on the Use of Confidential Consent Agreements, revised October 18, 2018

85-26, Laws Pertaining to the Practice of Licensed Midwives, revised October 18, 2018

85-27, Role of Licensed Midwives in Newborn Hearing Screening, Documentation, and Reporting, revised October 18, 2018

85-28, Authority for licensed midwives to order tests, revised October 18, 2018

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. through the Virginia Department of Military Affairs, Office of the Chief Operations Officer, MTC Fort Pickett, Building 316, Blackstone, VA 23824. Copies may be obtained free of charge by contacting Mr. Walt Mercer at the same address, telephone (804) 236-7890, or email walter.l.mercer.nfg@mail.mil, or COL Rusty Woodlief at telephone (434) 298-6285, or email russell.w.woodlief.mil@mail.mil.

Questions regarding interpretation or implementation of these documents may be directed to Walt Mercer at the address provided.

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 and 46.2-744

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 and 46.2-726

VaARNG Regulation Number 621.1, Education, Virginia National Guard Tuition Assistance Program, July 1, 2017, § 23.1-610

VaARNG Regulation Number 405-1, Armory Management, Army Control Board and Non-Military Use of Armories, July 1, 2014, § 44-135.1

DEPARTMENT OF MINES, MINERALS AND ENERGY

This list meets the requirements of §§ 2.2-4008 and 2.2-4101 of the Code of Virginia. Questions regarding this list of guidance documents may be directed to 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.

All Department of Mines, Minerals and Energy guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall**.**

Division of Mines

Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available online 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. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to 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. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq. 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. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these documents may be directed to 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.

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, (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

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MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed on regular work days between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Motor Vehicle Dealer Board, 2201 West Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100 ext. 3001, FAX (804) 367-1053, or email alice.weedon@mvdb.virginia.gov. The documents are also available using the links shown on the document list.

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@mvdb.virginia.gov.

Guidance Documents:

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DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular work days 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Many of these documents are available on the DMV website at https://www.dmv.virginia.gov/forms. Copy and paste the links into your browser or click on the links provided. 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.

Guidance Documents:

DI 15, Driver Improvement Clinic License Application, 8/10/12, https://www.dmv.virginia.gov/webdoc/pdf/di15.pdf

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HP 405, Virginia Escort Vehicle Driver's Manual, 1/1/14, https://www.dmv.virginia.gov/webdoc/pdf/hp405.pdf

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Sample Virginia Addendum

TPT 555, Third-Party Tester Agreement, 2/17/17, https://www.dmv.virginia.gov/webdoc/pdf/tpt555.pdf

TPT 556, Surety Bond Affidavit and Acknowledgment of Surety, 7/1/15, https://www.dmv.virginia.gov/webdoc/pdf/tpt556.pdf

US 531C, DMV Information-Use Criteria, 11/8/04, https://www.dmv.virginia.gov/webdoc/pdf/US531c.pdf

Virginia Medical Waiver Guidance

NORFOLK STATE UNIVERSITY

Copies of the following documents may be viewed during normal 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 April Allbritton, telephone (757) 823-8676, FAX (757) 823- 2342, or email atallbritton@nsu.edu. The documents are also available online at http://www.nsu.edu.

Unless otherwise noted, questions regarding the interpretation or implementation of these guidance documents may be directed to Ericke Cage, Executive Advisor to the President and Board of Visitors, telephone (757) 823-8683, FAX (757) 823-2342, or email 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 13, 2018, updated continuously), https://www.nsu.edu/policy-library/policies

Safety and Campus Security (Last updated: December 6, 2018), https://www.nsu.edu/publicsafety

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.

Teaching Faculty Handbook (Revised: June 8, 2018), https://www.nsu.edu/teachingfacultyhandbook.aspx

Administrative and Professional Faculty Handbook (Revised December 14, 2001), https://www.nsu.edu/getattachment/About/Leadership-and-Initiatives/Office-of-the-President/NSUPolicy-Library/Handbooks/A-P-Faculty-Handbook_2001.pdf.aspx?lang=en-US

NSU Graduate Catalogue (Last updated: December 2018), https://www.nsu.edu/Academics/Academic-Resources/NSU-Catalog/files/graduate/Graduate-Catalog2018-2020.aspx

NSU Undergraduate Catalogue (Last updated: December 2018), https://www.nsu.edu/Undergraduate-Catalog-2018-2020.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. 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 of Nursing, at the address provided or by telephone at (804) 367-4515. Copies are free of charge.

Guidance Documents:

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 November 13, 2018

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

90-6, 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, reaffirmed November 13, 2018

90-16, Evaluation form and protocols for adult immunizations, revised February 24, 2013

90-17, Opinion of cutting of corns and warts with a scalpel by Licensed RN/LPN, reaffirmed November 13, 2018

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

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, reaffirmed November 13, 2018

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 or massage therapists practicing with expired licenses, revised January 30, 2018

90-39, Indefinite suspension timeframes, revised January 29, 2013

90-40, Surveillance activities required by the OHSA Respiratory Standards within the scope of practice of the registered nurse, reaffirmed November 13, 2018

90-41, Article on meaning of patient abandonment, revised September 11, 2012

90-42, Reinstatement after mandatory suspension, reaffirmed November 13, 2018

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, reaffirmed November 13, 2018

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 or medication aides for practice on expired certificates or registrations, revised January 30, 2018

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

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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director of the Board of Optometry, at the address provided or by telephone at (804) 367-4508. Copies are free of charge.

Guidance Documents:

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, revised July 13, 2018

105-11, Disposition of cases involving practicing with an expired license, reaffirmed July 13, 2018

105-12, Continuing education compliance and sanctions for noncompliance, revised November 2, 2018

105-13, Guidance on performing free eye screenings, reaffirmed July 13, 2018

105-14, Bylaws of the Board of Optometry, revised November 2, 2018

105-26, Board motion on delegation of informal fact-finding to an agency subordinate, reaffirmed July 13, 2018

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 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 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 December 2018

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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Caroline D. Juran, Executive Director of the Board of Pharmacy, at the address provided or by telephone at (804) 367-4456. Copies are free of charge.

Guidance Documents:

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 March 28, 2018

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician or pharmacy to controlled substance registration type of delivery, readopted December 18, 2018

110-4, Continuing Education Guide for Pharmacists, revised December 11, 2017

110-5, Instructions and forms for reporting of thefts or losses of drugs, revised March 29, 2018

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 June 22, 2018

110-10, Board guidance on dispensing of drugs from mobile vans, revised June 21, 2018

110-11, Board guidance on proof of identity for Schedule II drugs, revised June 21, 2018

110-12, Bylaws of the Board of Pharmacy, revised September 26, 2017

110-15, Delegation of authority in disciplinary matters, revised March 25, 2016

110-16, Board guidance on performing inventories, revised June 21, 2018

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 June 21, 2018

110-20, Practice as a pharmacy technician trainee, revised March 21, 2017

110-21, Sanction Reference Points Manual, revised December 2018

110-22, Dispensing records; identification of pharmacist, revised June 21, 2018

110-23, Monetary penalties for inspection deficiencies for physicians selling controlled substances, adopted March 26, 2014

110-24, Competency examination required and passing score, revised June 21, 2018

110-25, Guidance for life of a prescription after a prescriber no longer in practice, revised June 21, 2018

110-27, Pharmacist-In-Charge responsibilities, revised December 1, 2015

110-28, Guidance for free clinic pharmacy permit applicants, readopted December 18, 2018

110-29, Guidance for physician dispensing, revised June 2016

110-30, Drugs within animal shelters and pounds, readopted December 18, 2018

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, readopted December 18, 2018

110-33, Pharmacy Interns as Pharmacy Technicians, Pharmacy Technician Ratio, readopted December 18, 2018

110-34, Manufacturer and wholesale distributor licensure, revised September 29, 2015

110-35, Requirements for Prescriptions, revised September 26, 2017

110-36, Compliance with USP Standards for Compounding, revised December 11, 2017

110-37, Guidance for conducting informal fact-finding by an agency subordinate, readopted December 18, 2018

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

110-41, Changes a pharmacist may make to a Schedule II prescription, readopted December 18, 2018

110-42, Continuing education audit and recommended sanctions, readopted December 18, 2018

110-43, Dispensing with an authorized generic, revised December 18, 2018

110-44, Protocol for prescribing or dispensing naloxone, revised March 29, 2018

110-45, Protocol for prescribing and dispensing naloxone to trainers, revised March 29, 2018

110-46, Delivery of temperature-sensitive drugs, adopted December 11, 2017

110-47, Disposal of drugs, revised March 29, 2018

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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board of Physical Therapy, at the address provided or by telephone at (804) 367-4674. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/PhysicalTherapy/physther_guidelines.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

112-4, Board guidance on requirement for licensure for instructors in a physical therapy program, adopted July 11, 2003, readopted May 1, 2018

112-7, Board guidance on physical therapists in public schools and direct access, revised May 1, 2018

112-10, Board guidance on credits for continuing competency requirements, revised November 13, 2018

112-11, Board guidance on functional capacity evaluations, adopted August 20, 2004, revised May 1, 2018

112-12, Board guidance on physical therapy services in home health, revised May 1, 2018

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, revised May 1, 2018

112-15, Board guidance on supervision of unlicensed persons in any setting, readopted May 1, 2018

112-16, Board guidance on use of initials with practitioner's name, readopted May 1, 2018

112-17, Sanction Reference Points Manual, revised November 2017

112-18, Disciplinary action for practicing with an expired letter, revised May 1, 2018

112-19, Performance of INR's by physical therapists in home health settings, revised May 1, 2018

112-20, Supervision of students in nonapproved PT and PTA programs, readopted May 1, 2018

112-21, Telehealth for physical therapy practice, revised November 13, 2018

112-22, Auditing for continuing education requirements, revised November 13, 2018

112-23, Processing applications for licensure, adopted May 10, 2016

112-24, Supervision of physical therapy students in clinical settings, adopted May 1, 2018

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) 254-0312, or email publicrecords@dpor.virginia.gov. Documents are available electronically at no charge on the Virginia Regulatory Town Hall at http://townhall.virginia.gov. 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.

Guidance Documents (applicable to all boards and the department):

5534, Restricted Participation in Examination Development and Review, 6/3/2014

5816, 2018-19 New Board Member Manual, 7/27/2018

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 #100-17, Posting Information in Public Access Areas, 6/8/2017

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

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

1061, APELSCIDLA Board Sanction Guidelines before 7/1/99, 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

Virginia Board for Asbestos, Lead, and Home Inspectors

4498, Asbestos Regulation Interpretation - Aug 23, 2011, 8/23/2011

4499, Lead Regulation Interpretation - Aug 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, 8/16/2018

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 and 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

6374, Renewing Asbestos Workers License with Asbestos Supervisor Refresher Training, 5/17/2018

Auctioneers Board

See guidance documents applicable to all board and the department.

Board for Barbers and Cosmetology

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, 5/7/2018

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

6372, Chemical Exfoliation, 5/7/2018

6373, Barber and Cosmetology Application Review Matrix, 5/7/2018

Board for Branch Pilots

5008, Branch Pilot Renewal Requirements, 8/1/2012

Cemetery Board

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

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 § 54.1-2347 A of Code of Virginia, 1/3/2011

5048, Applicability of the Common Interest Community Ombudsman Regulations on Solely Commercial Condominiums, 9/20/2012

5049, CIC Manager Requirement to Obtain and Maintain a Separate Fidelity Bond or Insurance Policy to Comply with Section 54.1-2346 D of the Code of Virginia and 18VAC48-50-30 E of the Board's Regulations, 9/20/2012

5308, Letters of Credit in Lieu of Bonds, 6/27/2013

5311, Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 1/16/2018

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 POAA Declarations, 12/10/2015

6256, Summary of Board Interpretations, Policies and Guidance Documents, 8/15/2018

6390, Determining Value of Blanket Surety Bonds Filed by Developers in Lieu of Escrow Deposits, 6/7/2018

6391, Time-Share Public Offering Statements Delivered by Way of Alternative Media; Purchase Opportunity to Review

Public Offering Statement Prior to Execution of Contract, 6/7/2018

Board for Contractors

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

6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

Board for Hearing Aid Specialists and Opticians

5727, Interpretation of Board Approved Opticianry Programs, 4/15/2015

5728, Optician Test Date Requirements, 4/15/2015

Department of Professional and Occupational Regulation

5720, Polygraph Examiner Criminal History Review Matrix, 1/1/2015

Real Estate Appraiser Board

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

Real Estate Board

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, On-line 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

6029, Wetland Professionals' Scope of Practice, 9/1/2016

Board for Waste Management Facility Operators

5721, Waste Management Facility Operators Criminal History Review Matrix, 5/23/2013

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

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 CPE 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 CPE Topics, 10/26/2017

6369, Qualifying for Operator and Installer Licensure Using Certain Degree Programs, 4/19/2018

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. Questions

regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle, Executive Director of the Board of Psychology, at the address provided or by telephone at (804) 367-4697. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm

125-2, Impact of Criminal Convictions, Impairment, and Past History on Licensure or Certification, revised July 10, 2018

125-3.1, Submission of evidence of completion of graduate work, reaffirmed July 10, 2018

125-3.2, Official beginning of a residency, revised July 10, 2018

125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, revised July 10, 2018

125-3.9, Policy on the use of confidential consent agreements in lieu of disciplinary action by the board, revised July 10, 2018

125-5.1, Board guidance on possible disciplinary action for noncompliance with continuing education requirements, reaffirmed July 10, 2018

125-5.2, Sanction Reference Manual, revised September 30, 2016

125-6, Bylaws of the Board, revised August 15, 2017

125-7, Electronic communication and telepsychology, adopted October 30, 2018

125-8, Use of assessment titles and signatures, adopted October 30, 2018

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. 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.

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 SOCIAL SERVICES

For copies of the following guidance documents and interpretive or implementation questions, contact Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, telephone (804) 726-7017, or email karin.clark@dss.virginia.gov. All guidance documents are available electronically at no charge on the Virginia Regulatory Town Hall at http://www.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, SNAP Appeals Process, 1/1/2012

APP8, Appeals and Fair Hearings Procedure Manual, 11/30/2011

BI4, Technical Assistance for Regulation for Background Checks for Assisted Living Facilities and Adult Day Care Centers, 6/29/2009

BI7, Barrier Crimes for Licensed Assisted Living Facilities and Adult Day Care Centers, 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, 2/15/2018

FS20, Broadcast 7483, Local Department of Social Services No Longer to Claim/File for Assisted Living Facility Assessment Payments, 7/26/2012

FS21, Broadcast 4198 Safe & Timely Placement of Children Act - Interstate Compact on the Placement of Children (ICPC), 12/10/2007

FS22, Child & 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 CSA Funds for Emergency Foster Home Placements, 9/15/2016

FS5, Child & Family Services Manual - Chapter C - Child Protective Services, 7/1/2012

FS6, Child & 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

LIC2, Curriculum Outline for Assisted Living Facility Administrators, 12/1/2009

LIC4, Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistant, Geriatric Assistant or Home Health Aide, 7/1/2007

LIC7, Model Policies for Implementing Residents Rights, 1/1/2008

OPR13, Disclosure Standards Research Determined Exempt, 2/9/2017

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

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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jaime Hoyle, Executive Director of the Board of Social Work, at the address provided or by telephone at (804) 367-4441. Copies are free of charge.

Guidance Documents:

http://www.dhp.virginia.gov/social/social_guidelines.htm

140-1, Board guidance on use of confidential consent agreements, reaffirmed September 21, 2018

140-2, Impact of criminal convictions, impairment, and past history on social work licensure or registration in Virginia, revised February 2, 2018

140-3, Guidance on technology-assisted therapy and the use of social media, adopted October 25, 2013, revised December 7, 2018

140-4.2, Board guidance on possible disciplinary or alternative actions in response to noncompliance with continuing education requirements, revised September 21, 2018

140-5, Board guidance for process of delegation of informal fact-finding to an agency subordinate, readopted June 15, 2018

140-7, Bylaws of the Board of Social Work, revised June 15, 2018

140-8, Sanction Reference Points Instruction Manual, revised July 1, 2016

140-9, Supervisor training, reaffirmed February 2, 2018

140-10, Guidance on supervised experience for clinical social work licensure, revised February 2, 2018

140-11, Disposition of disciplinary cases involving practicing with an expired license, revised June 15, 2018

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.

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

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State Certified Seed Board Annual Report, 2015

State Certified Seed Board Annual Report, 2016–2017

DEPARTMENT OF STATE POLICE

Guidance documents maintained by the Virginia State Police may be viewed during regular work days at Virginia State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

The documents are available electronically online for no charge from the Virginia Regulatory Town Hall at http://townhall.virginia.gov 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 with 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.

6431, Virginia Firearms Transaction Program, Procedure Manual for Firearms Dealers, August 2017

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. The guidance documents list provides links to the Department of Taxation's website at 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

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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

Administration, 2009 Tax Amnesty Program Guidelines, 9/28/2009

Administration, 2009 Tax Amnesty Program Guidelines Addendum, 11/17/2009

Administration, Guidance for Waiver of Penalty and Interest, 6/30/2017

Administration, 2017 Tax Amnesty Program Guidelines, 9/5/2017

Administration, Order Changing Due Date for Cattle Assessment Return and Payment, 9/14/2018

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

Aircraft, Imposition of Aircraft Sales and Use Tax, 3/10/1987

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, ACRS 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

Corporate/Individual, Guidelines for Pass-Through Entity Withholding (Prior to Taxable Year 2015), 9/21/2007

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Corporate/Individual, Barge and Rail Usage Tax Credit Guidelines, 9/5/2014

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Individual, Real Estate Transactions: Impact on Taxable Income, 2/16/1995

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Insurance Premiums, Insurance Premiums License Tax Guidelines, 7/1/2013

Local, Guidelines for Appealing Local Business Taxes, 6/25/2004

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Local, Personal Property Tax Relief Act Compliance Program Guidelines, 11/1/2002

Local, Use of Tax Stamps as Evidence of Payment of Local Cigarette Taxes, 12/27/2005

Local, Guidelines for the Local Taxation of Idle Machinery and Tools, 1/1/2008

Local, Study on Local Cigarette Tax Enforcement Policies, 11/22/2011

M.V. Fuels Sales, Guidelines for the Motor Vehicle Fuel Sales Tax That Would Have Been Imposed by the Hampton Roads Transportation Authority but Has Been Declared Invalid., 1/31/2008

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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, 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

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Sales and Use, Tangible Personal Property Purchased by Foreign Army in Virginia, 3/8/1989

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Sales and Use, Storage Tanks, 5/22/1989

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Sales and Use, Audit Penalty, 7/18/1990

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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 Co, 7/31/2001

Sales and Use, Legislative Changes for 2004, 8/30/2004

Sales and Use, 2004 Rate Increase Guidelines, 8/1/2004

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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

Sales and Use, Department of Taxation v. Chesapeake Hospital Authority, 12/20/2001

Sales and Use, Nonprescription Drug Exemption Question and Answer Summary, 9/2/1998

Sales and Use, Guidelines for Combined Sales Tax Holiday, 5/31/2018

Sales and Use, Energy Star Sales Tax Holiday Guidelines, 9/21/2007

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Sales and Use, Permanent Energy Star and WaterSense Sales Tax Holiday Guidelines, 9/21/2009

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Sales and Use, 2015 Accelerated Sales Tax Guidelines, 4/22/2015

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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

Watercraft, Watercraft Sales and Use Tax, Documented Boats Briefing Paper, 7/1/1987

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

Board of Taxation

Administration, Penalties for Electronic Funds Payments, 6/25/2010

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Agreements, Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, 9/15/1986

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Agreements, Reciprocal Income Tax Agreement: Maryland and Virginia, 8/21/1991

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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

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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

Sales and Use, Definition of Clinic, 12/10/1980

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, Customized Mailing Lists, 11/25/1985

Sales and Use, Field Audit Procedures Guidelines, 1/31/2012

Sales and Use, Clarification Regarding PD 04-122, Public Service Corporation Exemption Repeal Guidelines, 2/14/2008

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 on each document.

Guidance Documents:

DM-14-1, Criteria for Transferring Secondary Roads to the Primary System, 4/15/2014

GUIDE-AAD, Guide for Administering Additions, Abandonments, and Discontinuances of the System of State Highways, 1/27/2015

Commonwealth Transportation Board

AMR-FAQ, Frequently Asked Questions on the Access Management. Regulations and Standards, 11/1/2014

ASD-01, Administrative Services Division Procurement Procedures Manual, 9/1/2018

CTF-1, Commonwealth Transportation Fund budget, 6/20/2018

DB-EG, Design-Build Evaluation Guidelines, 5/27/2014

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DB-QA/QC, Minimum Requirements for QA/QC on Design Build and Public-Private Transportation Act Projects, 1/1/2012

ENV-TNIA, Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended July 14, 2015), 7/14/2015

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LAD-AA, Airport Access Program Guide, 10/1/2014

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LAD-LAPM, Locally Administered Projects Manual, 2/21/2018

LAD-RG, Recreational Access Program Guide, 10/1/2014

LAD-RSPG, Revenue Sharing Program Guidelines, 7/1/2017

LAD-TAPG, Transportation Alternatives Program Guide, 9/1/2017

LAD-UCM, Urban Construction and Maintenance Program (Urban Manual), 8/1/2017

LD-PPM, VDOT Policy Manual for Public Participation in Transportation Projects, 11/21/2016

MAP-1, Virginia Official State Transportation Map Policy and Procedures, 11/13/2012

MAP-2, Statement on the Use of VDOT County Map Series Digital Files, 11/13/2012

MAP-3, Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, 11/13/2012

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PPTA-1, Public-Private Transportation Act Implementation Manual and Guidelines, 10/1/2017

SSAR-GD, Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, 6/1/2018

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VDOT, Guidance Document for Determination of Certain Financial Benefits to Displacees, 12/13/2017

VDOT-BUDG, VDOT Budget, 6/20/2018

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UNIVERSITY OF MARY WASHINGTON

Copies of the following documents may be viewed at www.umw.edu at any time. The documents may also be obtained by contacting the Office of Administration and Finance, 1301 College Avenue, Fredericksburg, VA 22401, telephone (540) 654-1020, FAX (540) 654-1162, or email aoreilly@umw.edu or pmesspla@umw.edu, Monday through Friday between 8 a.m. until 5 p.m.

Questions concerning the interpretation or implementation of these documents should be directed to the Office of the Vice President for Administration and Finance or to the corresponding offices listed.

Faculty Handbook, Graduate Catalog and Undergraduate Catalog, - Office of the Provost, telephone (540) 654-1241

Staff Handbook - Office of Human Resources, telephone (540) 654-1214

Student Handbook - Office of Student Affairs, telephone (540) 654-1062

Guidance Documents:

Board of Visitors Bylaws, http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=9DEKBR50C809

University Policies, http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=8U3MKS5BAA44

Faculty Handbook, http://publications.umw.edu/facultyhandbook

Staff Handbook, http://adminfinance.umw.edu/hr/handbooks-forms-policies/

Student Handbook, http://publications.umw.edu/student-handbook/

Graduate Catalog, http://publications.umw.edu/graduatecatalog/

Undergraduate Catalog, http://publications.umw.edu/undergraduatecatalog/

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. 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

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 lmm2z@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 address, telephone number, or email provided.

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.

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. Questions regarding interpretation or implementation of this document may be directed to Sally Barber at the address or telephone number provided.

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. Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the telephone number, or email provided.

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 document, 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 carrieann.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. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knachel, Executive Director of the Board of Veterinary Medicine, at the address provided or by telephone at (804) 367-4497. Copies are free of charge.

Guidance Documents:

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, revised July 1, 2018

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 March 15, 2018

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, revised November 6, 2018

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

150-22, 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 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.

Questions regarding interpretation or implementation of these documents may be directed to Karen Perrine, 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.

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 listed documents 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

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/provostdevelopment/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.

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.

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, https://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, https://www.vmi.edu/media/content-assets/documents/institute-regulations/OrverarchingRegulationsMay2015.pdf, revised May 2015.

Institute Regulations Part I, https://www.vmi.edu/media/content-assets/documents/institute-regulations/VMI-Regs-Part-I.pdf, revised September 2012.

Institute Regulations Part II, https://www.vmi.edu/media/content-assets/documents/institute-regulations/VMI-Regulations-Part-II.pdf, revised November 2014.

Academic Regulations, https://www.vmi.edu/media/content-assets/documents/academics/Academic-Regulations-May-2018.pdf, revised May 2018.

Athletic Regulations, https://www.vmi.edu/media/content-assets/documents/institute-regulations/Athletic-Regulations-Part-IV.pdf, revised July 2016.

Faculty Handbook, https://www.vmi.edu/media/content-assets/documents/human-resources/Teaching-Faculty-Handbook.pdf, revised January 2017.

Administrative and Professional Faculty Handbook, https://www.vmi.edu/media/content-assets/documents/human-resources/AP-Handbook-FY19-FINAL.pdf, revised September 2018.

Classified Employee Handbook, https://www.vmi.edu/media/content-assets/documents/human-resources/Classified-Handbook---Jul-17.pdf, revised July 2017.

2018-2019 Academic Catalog, http://catalog.vmi.edu/index.php

2018 Annual Security Report, https://www.vmi.edu/media/content-assets/documents/police/VMI-Right-to-Know-2018.pdf

VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular work days from 10 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 the Virginia Museum of Fine Arts, Directors Office, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email director@vmfa.museum.

Questions regarding interpretation or implementation of these documents may be directed to Virginia Museum of Fine Arts, Directors Office, 200 North Boulevard, Richmond, VA 23220, telephone (804) 340-1500, or email director@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. The documents may be downloaded from the Virginia Tech 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.

Guidance Documents:

Board of Visitors Bylaws, http://bov.vt.edu/bylaws.html, amended August 2018

Faculty Handbook, http://provost.vt.edu/faculty_affairs/faculty_handbook.html, revised August 2018

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, 2018-19, http://www.undergradcatalog.registrar.vt.edu/1819/index.html

Graduate Catalog, Policies, Procedures, Academic Programs, 2018-19, http://secure.graduateschool.vt.edu/graduate_catalog/

Hokie Handbook (student handbook), 2018-19, http://www.hokiehandbook.vt.edu/

2017 Jeanne Clery Disclosure Report, https://police.vt.edu/content/dam/police_vt_edu/clery-reports/2017-clery-act-annual-campus-security-and-fire-safety-report.pdf

Parking and Traffic Operational Manual, 2018-19, https://parking.vt.edu/content/dam/parking_vt_edu/Virginia%20Tech,%20Parking%20and%20Traffic%20Operational%20Manual.pdf

University Policies, http://www.policies.vt.edu/index.php

Human Subjects Research Policy, http://www.policies.vt.edu/13040.pdf, revised August 2014

Speech on Campus, https://policies.vt.edu/speechoncampus.html

Statement of Business Conduct Standards, https://cafm.vt.edu/content/dam/cafm_vt_edu/buscondstand/Statement_Business_Conduct_Standards.pdf

Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and Their Vendors, https://procurement.vt.edu/vendor/manual.html, revised May 2018

Commonwealth Accounting Policies and Procedures (CAPP) Manual, https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary_Cardinal.shtml, revised November 2018

Commonwealth of Virginia Executive Order 20 Advancing Equity for Small, Women, and Minority Owned Businesses, July 2014, https://www.sbsd.virginia.gov/wp-content/uploads/2018/10/SWaM-EO20_2014.pdf

VIRGINIA PORT AUTHORITY

Copies of the following documents may be obtained by contacting Jason Barlow, Vice President, Contracts and Risk Management, Virginia Port Authority, telephone (757) 355-5574, or email jbarlow@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.

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.

Guidance Documents:

Procurement and Capital Outlay Manual, Revised 05/14/2018, http://www.portofvirginia.com/wp-content/uploads/2018/07/PCOM_July2018.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, http://www.portofvirginia.com/stewardship/economic-development/aid-to-local-ports-grant-program/.

Virginia Waterway Maintenance Fund, approved 07/30/2018, http://www.portofvirginia.com/pdfs/stewardship/VA_Waterway_Maintenance_Fund_Guildelines.pdf

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 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. The documents may be downloaded from the Virginia Retirement System website at www.varetire.org and www.varetire.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.

Guidance Documents:

2018 Legislative Summary, published April 2018, Code of Virginia, Title 51.1, Chapters 1-7

457 Deferred Compensation Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 6.6.1

457 Deferred Compensation and Cash Match Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 6,6.1

Approved Domestic Relations Orders Guide, revised January 2016, Addendum January 2018, 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 the Plan and Provider That's Right for You – Optional Retirement Plan for Higher Education, published October 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for Higher Education, 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 – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014, December 2017, Code of Virginia, Title 51.1, Chapter 1

Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for Political Appointees, Membership Date: Before July 1, 2010, revised December 2017, Code of Virginia, Title 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, Title 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, Title 51.1-126.5

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, Title 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 January 2017, Code of Virginia, Title 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, Title 51.1-126.6

Comprehensive Annual Financial Report, published annually, last published December 2018, Code of Virginia, Title 51.1, Chapters 1-7

Counseling Checklist for New Hybrid Retirement Plan Member, revised April 2018, Code of Virginia, Title 51.1, Chapters 1- 7

DCP Payroll Guide for Political Subdivisions, School Divisions and Decentralized State Employers**,** revised April 2018, Code of Virginia, Title 51.1, Chapters 6.6.1

Disability Retirement Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1-7

Employer Manual, revised July 2018, 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 2018, 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 July 1, 2018, 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

Fee Disclosure Notice for Optional Retirement Plans, October 2017, Code of Virginia, Title 51.1, Chapters 1-7

Focus Newsletter for participants in Hybrid Retirement Plan and 457 Deferred Compensation Plan, posted quarterly, latest issue, October 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Getting Ready to Retire Guide, revised May 2018, Code of Virginia, Title 51.1, Chapters 1-7

Getting Ready to Retire Guide for Hybrid Members, revised, July 2018, 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 Contributions Illustration, published October 2017, Code of Virginia, Title 51.1, Chapter 1

Hybrid Retirement Plan Features and Highlights Brochure, revised August 2018, Title 51.1-169

Hybrid Retirement Plan – Handbook for Members, revised December 2018, Code of Virginia, Title 51.1, Chapters 1- 7

Hybrid Retirement Plan Roadmap, published August 2014, Code of Virginia, Title 51.1, Chapter 1

Introduction to VRS: Serving Those Who Serve Others, published October 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Investment Guide, Commonwealth of Virginia Defined Contribution Plans, revised July 2017, Code of Virginia, Title 51.1, Chapters 1,6,6.1

Investment Option Performance Commonwealth of Virginia Defined Contribution Plans, revised October 2018, 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 July 1,2018, Code of Virginia, Title 51.1, Chapters 1,3

Leaving Employment Guide, Commonwealth of Virginia 457 Deferred Compensation Plan Virginia Cash Match Plan, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Leaving Employment Guide Defined Contribution Component Hybrid Retirement Plan, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Leaving Employment Guide, Optional Retirement Plans, revised June 2018, Code of Virginia, Title 51.1, Chapter 2

Losing a Loved One: Guide for Families, revised February 2018, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1, 3, 5

Member Benefit Profile, published annually, last published September 2018, 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

Optional Retirement Plan for Higher Education Handbook, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Higher Education Plan Features and Highlights, revised August 2018, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan for Political Appointees Plan Features and Highlights, revised August 2018, 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 August 2018, Code of Virginia, Title 51.1, Chapters 1-7

Payroll Guide for CIPPS-Reporting State Agencies, published June 2015, Title 51.1, Chapters 1-7

Popular Comprehensive Annual Financial Report, published annually, last published December 2018, Code of Virginia, Title 51.1, Chapters 1-7

Quick and Easy Access to Your Account VRS Defined Contribution Plans, revised June 2018, 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 April 2018, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semiannually, June, December, Code of Virginia, Title 51.1, Chapters 1-7

Required Minimum Distributions (RMD) Checklist VRS Defined Contribution Plans, revised January 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Return-to-Work Checklist for Employers, revised November 2018, Code of Virginia, Title 51.1, Chapters 1-7

Service Retirement Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1-7

Special Tax Notice – VRS Defined Benefit Plans, revised December 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Special Tax Notice for Deferred Contribution Plans, published July 2017, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

Stable Value Fund Disclosure, revised April 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

State Police Officers' Retirement System Handbook – Plan 1, revised July 2018, 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 July 1, 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Transitional Benefits Program Enhance Retirement Benefit Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

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 Disability Retirement Employer Manual, revised January 2017, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Law Officers' Retirement System Handbook – Plan 1, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Law Officers' Retirement System Handbook – Plan 2, revised December 2018, Addendum July 1, 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Local Disability Program Long-Term Care Plan Brochure, revised July 2018, 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 August 2018, Addendum September 2018, Code of Virginia, Title 51.1, Chapters 11.1

Virginia Local Disability Program Employer Manual, revised July 2018, Code of Virginia, Title 51.1, Chapter 11.1

Virginia Retirement System Disability Retirement Handbook for Members – Plans 1 and 2, revised January 2017, Addendum July 2018, Code of Virginia, Title 51.1, Chapters 1-7

Virginia Sickness and Disability Program – Handbook for State Employees in the Virginia Retirement System, State Police Officers' Retirement System and Virginia Law Officers' Retirement System, revised February 2018, Addendum September 2018, Code of Virginia, Title 51.1, Chapter 11

Virginia Sickness and Disability Program Benefits Employer Manual, revised September 2018, Code of Virginia, Title 51.1, Chapter 11

Virginia Retirement System Handbook for Members – Plan 1, revised July 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Virginia Retirement System Handbook for Members – Plan 2, revised July 2018, 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, revised August 2018, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

VRS Investment Portfolio Disclosure, revised April 2018, 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

VSDP Long-Term Care Plan Brochure, revised July 2018, Code of Virginia, Title 51.1, Chapter 1

Workforce Transition Act Retirement Checklist for Employers, revised June 2018, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Guidance documents may be obtained from the agency's website at https://www.vsdb.k12.va.us/vsdb/ or by using the links provided. For assistance with accessing documents, contact Tessy Schlemmer, Director of Human Resources, P.O. Box 2069, Staunton, VA 24402, by telephone at (540) 332-9065, or email at tessy.schlemmer@vsdbs.virginia.gov. Questions regarding interpretation or implementation of these documents may also be addressed to Ms. Schlemmer.

Guidance Documents:

VSDB Policy Manual

Student Handbook and Code of Conduct

VSDB Board of Visitors Bylaws, revised March 2010

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.

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.

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. For general questions concerning the university's guidance documents, contact Bonnie Holmes at email 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 2018, 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 2017-2018, http://www.vsu.edu/files/docs/student-activities/student-handbook.pdf

Student-Athlete Handbook 2018-2019, http://online.fliphtml5.com/gjar/cfzv/#p=1

Student Organization Handbook 2017-2018, http://www.vsu.edu/files/docs/clubs-and-organizations/student-organization-handbook.pdf

Department of Student Activities Recreation and Leisure Handbook, http://www.vsu.edu/files/docs/student-activities/recreation-leisure-handbook.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 2018-2019, http://www.vsu.edu/files/docs/police/vsu-parking-manual.pdf

Annual Security and Fire Safety Report 2015-2017 Calendar Years (Published September 2018), 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, January 2014, http://www.vsu.edu/files/docs/police/contractor-safety-handbook.pdf

Virginia State University Design Guidelines, January 2014, http://www.vsu.edu/files/docs/capital-outlay/vsu-design-guidelines.pdf

VIRGINIA WORKERS' COMPENSATION COMMISSION

Attached is the guidance document list from the Virginia Workers' Compensation Commission. Please address any questions concerning the attached list to Evelyn V. McGill, telephone (804) 205-3603 or email 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

6566, Electronic Billing and Payment Companion Guide, 1/29/2019

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Small Business Impact Review - Report of Findings

Pursuant to § 2.2-4007.1 of the Code of Virginia, the State Board of Behavioral Health and Developmental Services conducted a small business impact review of **12VAC35-230, Operation of the Individual and Family Support Program**, and determined that this regulation should be retained in its current form. The State Board of Behavioral Health and Developmental Services is publishing its report of findings dated January 17, 2019, to support this decision in accordance with § 2.2-4007.1 F of the Code of Virginia.

The regulation is needed. Comments are in regard to the application announcement timelines, the application process, eligibility criteria, eligible applicant notification process, and how to prioritize those most at risk of institutionalization. The regulation is not complex. It is a straightforward structure for administration of the disbursement of funds. The regulation does not overlap, duplicate, or conflict with federal or state law or regulation. This is the first periodic review of this regulation, which has been in effect since January 16, 2014.

Contact Information: Erika Jones-Haskins, Community Coordinator, Department of Behavioral Health and Developmental Services, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 786-5813, FAX (804) 692-0077, or email erika.jones-haskins@dbhds.virginia.gov.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Public Hearing and Opportunity for Comment on the Air Quality Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to implement reasonably available control technology (RACT) in support of the 2008 ozone national ambient air quality standard (NAAQS) in the Northern Virginia Emissions Control Area. DEQ intends to submit the plan as a revision to the Commonwealth of Virginia State Implementation Plan (SIP) in accordance with the requirements of § 110(a) of the federal Clean Air Act. The SIP is the plan developed by the Commonwealth in order to fulfill its responsibilities under the Act to attain and maintain the ambient air quality standards promulgated by the U.S. Environmental Protection Agency (EPA) under the Act.

Purpose of notice: DEQ is seeking comments on the overall plan and on the issue of whether the plan meets RACT requirements for the Northern Virginia Emissions Control Area in support of the 2008 ozone NAAQS.

Public comment period: February 18, 2019, to March 20, 2019.

Description of proposal: The proposal, which is a supplement to a plan revision previously submitted on December 12, 2017, consists of the following:

1. An analysis of the regulatory underpinnings of RACT for the Northern Virginia Emissions Control Area, which consists of the Counties of Stafford, Arlington, Loudoun, Prince William, and Fairfax and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

2. Certification of the implementation of the control technique guidelines (CTGs) and alternative control techniques (ACTs) within Virginia's SIP for the Northern Virginia Emissions Control Area.

3. Negative declaration for the 2016 CTG for the Oil and Natural Gas Industry in the Northern Virginia Emissions Control Area.

4. Recertification of certain RACT analyses previously submitted in Virginia's SIP, where review of available data show that no additional controls are necessary.

5. A commitment to submit as SIP revisions source specific RACT determinations for those facilities where recertification of previous RACT requirements was not appropriate.

Federal information: This notice is being given to satisfy the public participation requirements of 40 CFR 51.102. The proposed RACT implementation document will be submitted as a revision to the Commonwealth of Virginia SIP under § 110(a) of the federal Clean Air Act in accordance with 40 CFR 51.104.

How to comment: DEQ accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ no later than the last day of the comment period. DEQ prefers that comments be provided in writing, along with any supporting documents or exhibits. Comments must be submitted to Doris A. McLeod, Air Quality Planner, Division of Air, Data Analysis and Planning, Department of Environmental Quality, 1111 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 698-4197, FAX (804) 698-4510, or email doris.mcleod@deq.virginia.gov. All materials received are part of the public record.

To review the proposal: The proposal is available on the DEQ Air Public Notices for Plans website at http://www.deq.virginia.gov/Programs/Air/PublicNotices/airplansandprograms.aspx. The proposal may also be obtained by contacting the DEQ representative named in this notice. The public may review the proposal between 8:30 a.m. and 4:30 p.m. of each business day until the close of the comment period at the following DEQ locations:

1) Main Street Office, Suite 1400, 1111 East Main Street, Richmond, VA, telephone (804) 698-4070 and

2) Northern Regional Office, 13901 Crown Court, Woodbridge, VA, telephone (703) 583-3800.

FORENSIC SCIENCE BOARD

Approved Breath Alcohol Testing Devices

This list of approved breath alcohol testing devices replaces the list published in the Virginia Register of Regulations 31:21 VA.R. 1888 on June 15, 2015.

Statutory Authority: §§ 9.1-1101, 18.2-267, and 18.2-268.9 of the Code of Virginia.

In accordance with 6VAC40-20-90 and under the authority of the Code of Virginia, the following breath test device is approved for use in conducting breath tests:

The Intox EC/IR II with the Virginia test protocol, manufactured by Intoximeters, Inc., St. Louis, Missouri, utilizing an external printer.

In accordance with 6VAC40-20-100 and under the authority of the Code of Virginia, for evidential breath test devices, mouthpieces that are compatible with the specific testing device are approved as supplies for use in conducting breath tests on approved breath test devices.

In accordance with 6VAC40-20-180 and under the authority of the Code of Virginia, the following devices are approved for use as preliminary breath test devices:

1. The ALCO-SENSOR, ALCO-SENSOR II, ALCOSENSOR III, ALCO-SENSOR IV, ALCO-SENSOR VXL, ALCO-SENSOR FST, and ALCO-SENSOR FST (serial numbers 200,000 and higher) manufactured by Intoximeters, Inc., St. Louis, Missouri.

2. The CMI SD 2 and INTOXILYZER 400PA, manufactured by Lion Laboratories, Barry, United Kingdom.

3. The CMI SD 5, INTOXILYZER 500, and INTOXILYZER 800 manufactured by CMI, Inc., Owensboro, Kentucky.

4. The LIFELOC PBA 3000,* LIFELOC FC10, LIFELOC FC10Plus, and LIFELOC FC20, manufactured by Lifeloc Inc., Wheat Ridge, Colorado. *When used in the direct sensing mode only.

5. The ALCOTEST 5510, ALCOTEST 5820, ALCOTEST 6510, ALCOTEST 6810, and ALCOTEST 6820 manufactured by Draeger Safety Diagnostics, Inc., Durango, Colorado.

6. The ALCOVISOR JUPITER, ALCOVISOR MERCURY, and MARK V, manufactured by PAS Systems International, Inc., Fredericksburg, Virginia.

Contact Information: Amy M. Curtis, Department Counsel, Department of Forensic Science, 700 North 5th Street, Richmond, VA 23219, telephone (804) 786-6848, FAX (804) 786-6857, or email amy.curtis@dfs.virginia.gov.

DEPARTMENT OF GENERAL SERVICES

Request for Comments on Revision to Fees for Drinking Water Laboratory Certification

Public comment period: February 18, 2019, through March 20, 2019.

Request for comments on revision to fees for drinking water laboratory certification (1VAC30-41-270), effective May 1, 2019, through April 30, 2020.

Purpose of notice and background information: The Division of Consolidated Laboratory Services (DCLS) is seeking comment on the revision to fees charged for certifying drinking water laboratories under 1VAC30-41-270.

1VAC30-41-270 I 2 requires DCLS to increase or decrease annually the fees charged for certifying drinking water laboratories using the Consumer Price Index-Urban percentage change average-average for the previous calendar year published by the U.S. Bureau of Labor Statistics in January. The percentage change, average-average for 2018 is an additional 2.4%. See the table labeled "Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items, index averages" in the following document (pages 3-4): https://www.bls.gov/cpi/tables/supplemental-files/historical-cpi-u-201812.pdf.

The revised fees are exempt from the requirements of the Administrative Process Act. The Budget of the Commonwealth of Virginia (Item 74 C 3a of Chapter 2 of the 2018 Acts of Assembly) requires DCLS to provide notice and an opportunity to submit written comments on the revised fees.

The notice of fees for May 1, 2019, through April 30, 2020, will be published on the DCLS drinking water laboratory certification webpage at http://www.dgs.virginia.gov/dcls after consideration of submitted comments.

Public comment period: February 18, 2019, through March 19, 2019.

How to comment: DCLS accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DCLS by the last day of the comment period. All materials received are part of the public record. Comments should be sent to Rhonda Bishton, Regulatory Coordinator, Department of General Services, Attn: DCLS DW Fee Comments, 1100 Bank Street, Suite 420, Richmond, VA 23219, telephone (804) 786-3311, FAX (804) 371-8305, or email rhonda.bishton@dgs.virginia.gov.

DCLS requests comments on the revised fees in the following notice.

Notice of Fees for May 1, 2019 – April 30, 2020

Virginia Division of Consolidated Laboratory Services

Fees for Drinking Water Laboratory Certification (1VAC30-41-270)

Effective May 1, 2019 – April 30, 2020

TESTING CATEGORY		FEE ($)
Microbiological testing		
	1 - 2 methods	647
	3 - 5 methods	754
	6+ methods	862
Inorganic chemistry, nonmetals testing		
	1 - 2 methods	700
	3 - 5 methods	915
	6 - 8 methods	1132
	9+ methods	1347
Inorganic chemistry, metals testing		
	1 - 2 methods	1077
	3 - 5 methods	1292
	6+ methods	1506
Organic chemistry		
	1 - 2 methods	1132
	3 - 5 methods	1347
	6 - 8 methods	1561
	9+ methods	1778
Radiochemistry		
	1 - 2 methods	1186
	3 - 5 methods	1400
	6+ methods	1616
Asbestos		
	1 - 2 methods	969
	3 - 5 methods	1186
	6+ methods	1400

How fees are calculated: DCLS calculates a laboratory's total fee by adding the fees for the number of test methods in each category in the fee table for which the laboratory is certified or applies to be certified. Contact lab_cert@dgs.virginia.gov for more information about the fee category for a specific method.

Additional fees:

Additional fees apply when a laboratory:

- Applies for modification of certification under 1VAC30-41-110
- Is moving its location when the move requires DCLS to perform an onsite assessment
- Requests reinstatement of certification when DCLS requires an onsite assessment

Hourly review fee and calculation of total fee: The fee to be charged is the sum of the total hourly charges for all reviewers plus any onsite assessment costs incurred. The hourly charge per reviewer is $66. The charge per reviewer is determined by multiplying the number of hours expended in the review by $66.

Onsite review and travel expenses: If an onsite review is required, travel time and onsite review time will be charged at the same hourly rate of $66 and any travel expenses will be added.

When to pay: Payment is due at the time the application is made or annually thereafter upon receipt of the invoice from DCLS. Annual billing precedes the expiration of the current certificate.

How to pay: Fees may be paid by check, draft, or postal money order payable to the Treasurer, Commonwealth of Virginia or submitted electronically, if available. Payment must be in U.S. currency, except that agencies and institutions of the Commonwealth of Virginia may submit interagency transfers for the amount of the fee. Laboratories may also pay fees using credit cards. All fees must be sent to the following

address, or submitted electronically, if available: DCLS, Attn: Lab Certification, 600 North 5th Street, Richmond, VA 23219. A fee payment form is available on the Drinking Water page of the DCLS website at http://www.dgs.virginia.gov/dcls.

Contact Information: Rhonda Bishton, Director's Executive Administrative Assistant, Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, telephone (804) 786-3311, FAX (804) 371-8305, or email rhonda.bishton@dgs.virginia.gov.

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Intent to Amend Virginia State Plan for Medical Assistance - Methods and Standards for Establishing Payment Rates

Comment period: January 28, 2019, to February 27, 2019.

The Virginia Department of Medical Assistance Services (DMAS) hereby affords the public notice of its intention to amend the Virginia State Plan for Medical Assistance to provide for changes to the Methods and Standards for Establishing Payment Rates - Inpatient Hospital Services (12VAC30-70) and Methods and Standards for Establishing Payment Rates; Other Types of Care (12VAC30-80).

This notice is intended to satisfy the requirements of 42 CFR 447.205 and of § 1902(a)(13) of the Social Security Act, 42 USC § 1396a(a)(13). A copy of this notice is available for public review from William Lessard, Provider Reimbursement Division, Department of Medical Assistance Services, 600 Broad Street, Suite 1300, Richmond, VA 23219, or via email at william.lessard@dmas.virginia.gov.

Comments or inquiries may be submitted, in writing, by February 27, 2019, to Mr. Lessard and such comments are available for review upon request. Comments may also be submitted, in writing, on the Virginia Regulatory Town Hall public comment forum at http://www.townhall.virginia.gov.

Reimbursement changes affecting supplemental payments to qualifying private hospitals: DMAS is sunsetting language from the State Plan related to quarterly supplemental payments for qualifying private hospitals for inpatient and outpatient services rendered during the quarter. This sunsetting is to avoid conflicting with a new supplemental hospital payment that covers a more comprehensive list of private acute care hospitals. There will be no impact on actual expenditures because the upper payment limit would limit what DMAS can pay in total.

Contact Information: Emily McClellan, Regulatory Manager, Division of Policy and Research, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-4300, FAX (804) 786-1680, TDD (800) 343-0634, or email emily.mcclellan@dmas.virginia.gov.

BOARD OF PHARMACY

Public Hearing to Consider Scheduling of Chemical in Schedule I

Public comment period: February 18, 2019, through March 12, 2019.

Pursuant to § 54.1-3443 D of the Code of Virginia, the Board of Pharmacy is giving notice of a public hearing to consider placement of chemical substances in Schedule I of the Drug Control Act. The public hearing will be conducted at 9 a.m. on March 26, 2019, at the Perimeter Center, 9960 Mayland Drive, Suite 201, Richmond, VA 23233. Public comment may also be submitted electronically or in writing prior to March 12, 2019, to Caroline Juran, Executive Director of the Board of Pharmacy, email caroline.juran@dhp.virginia.gov.

Pursuant to article § 54.1-3443 D, the Virginia Department of Forensic Science (DFS) has identified three compounds for recommended inclusion into the Code of Virginia. The following is a brief description, chemical name, and common name for each compound.

The following compound is classified as powerful synthetic opioid. Compounds of this type have been placed in Schedule I (subdivision 1 of § 54.1-3446 of the Code of Virginia) in previous legislative sessions.

1. 3,4-dichloro-N-[2-(dimethylamino)cyclohexyl]-N-isopropyl-benzamide (other name: Isopropyl U-47700), its isomers, esters, ethers, salts, and salts of isomers, esters, and ethers, unless specifically excepted, whenever the existence of these isomers, esters, ethers, and salts is possible within the specific chemical designation.

The following compounds are classified as research chemicals. Compounds of this type have been placed in Schedule I (subdivision 3 of § 54.1-3446 of the Code of Virginia) in previous legislative sessions.

1. alpha-pyrrolidinoisohexiophenone (other name: alpha-PiHP), its optical, position, and geometric isomers, salts, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation.

2. 1-[1-(3-hydroxyphenyl)cyclohexyl]piperidine (other name: 3-hydroxy PCP), its optical, position, and geometric isomers, salts, and salts of isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation.

Contact Information: Caroline Juran, RPh, Executive Director, Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-

4456, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

STATE WATER CONTROL BOARD

Proposed Consent Special Order for Heartland Concrete LLC

An enforcement action has been proposed for Heartland Concrete LLC for alleged violations that occurred during a spill event at the interchange of Interstate 85 and Interstate 95 in Petersburg, Virginia. The State Water Control Board proposes to issue a consent special order to Heartland to address noncompliance with State Water Control Law. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Jeff Reynolds will accept comments by email at jefferson.reynolds@deq.virginia.gov or postal mail at Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, attention Jeff Reynolds, from February 18, 2019, to March 18, 2019.

Proposed Enforcement Action for City of Lexington

An enforcement action has been proposed for the City of Lexington for violations at the City of Lexington Public Works Compound in Lexington, Virginia. The State Water Control Board proposes to issue a penalty only to the City of Lexington to address noncompliance with State Water Control Law. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Tiffany Severs will accept comments by email at tiffany.severs@deq.virginia.gov, FAX at (540) 574-7878, or postal mail at Department of Environmental Quality, Valley Regional Office, 4411 Early Road, P.O. Box 3000, Harrisonburg, VA 22801, from February 18, 2019, to March 20, 2019.

Proposed Consent Order for the Town of Lovettsville

An enforcement action has been proposed for the Town of Lovettsville for violations of the State Water Control Law and regulations at the Town of Lovettsville Wastewater Treatment Plant located at 39183 Irish Corner Road, Lovettsville, Virginia. The State Water Control Board proposes to issue a consent order to resolve violations associated with the Town of Lovettsville Wastewater Treatment Plant. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. Stephanie Bellotti will accept comments by email at stephanie.bellotti@deq.virginia.gov or postal mail at Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, from February 19, 2019, through March 21, 2019.

Proposed Enforcement Action for York Properties LLC

An enforcement action has been proposed for York Properties LLC for violations of the State Water Control Law at the Wolf Trap Industrial Park in Yorktown, Virginia. A description of the proposed action is available at the Department of Environmental Quality office listed or online at www.deq.virginia.gov. John Brandt will accept comments by email at john.brandt@deq.virginia.gov, FAX at (757) 518-2009, or postal mail at Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, from February 18, 2019, to March 20, 2019.

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.

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.