

REGISTER OF REGULATIONS

JOINT REPORT OF THE VIRGINIA CODE COMMISSION

and the

VIRGINIA REGISTER COMMITTEE

To

THE GOVERNOR

And

THE GENERAL ASSEMBLY OF VIRGINIA



Senate Document No. 14

COMMONWEALTH OF VIRGINIA

Richmond

1975

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REGISTER OF REGULATIONS
JOINT REPORT OF THE VIRGINIA CODE COMMISSION
and the
VIRGINIA REGISTER COMMITTEE

Richmond, Virginia
January 1, 1974

TO: Honorable Mills E. Godwin, Jr., Governor of Virginia

and

The General Assembly

This report is submitted pursuant to the Virginia Register Act, § 9-6.15 to 9-6.22 of the Code of Virginia, § 7 (d) of Chapter 535 of the 1973 Acts of Assembly, which requires the Code Commission and the Register Committee thereof to report to the 1975 General Assembly on compilation of a "Register of Regulations" together with a statement of their activities and experience to date as well as their recommendations.

Some two years ago the Commission directed a special committee to study and report on the feasibility of some system for the betterment of public information respecting the regulations of State administrative agencies. Late in 1972 the committee report cautioned against any precipitate measure for the blanket publication of such materials because of the cost, stressed the need for some mechanism to sift and arrange or note the significant items in which the public would be interested, and recommended that an official and comprehensive survey should precede any final recommendation or program. For the latter purpose the adoption of the Virginia Register Act followed as the committee and the commission had recommended. Thereunder such a survey has been made, the listing of the regulations of all Virginia agencies—in what the statute names a "Register of Regulations"—has been completed, and as the Act requires the Register is hereby submitted as attached hereto. This Register illustrates what has been done and demonstrates, better than words, what the committee and the Commission recommend as a permanent program if the requisite statutory basis and personnel and financial resources are made available therefor.

As the original committee suggested in 1972 and the Register Committee and the Commission report late in 1973, wholesale publication (sometimes called "codification") of all administrative regulations would approach the Code of Virginia itself in size and entail heavy costs for printing even without the constant updating that such programs require (as Virginia found in its abortive attempt to do so in the 1940's). Instead, the original committee suggested the possibility, and the Register Committee and the

Commission now affirmatively recommend, that an annual listing of regulations by agencies together with certain supplemental information should satisfy the greater part of the basic needs without unduly taxing the resources of the Commonwealth. (That has been the basic system in Great Britain for over 80 years.) But even this type of operation, or any other, cannot succeed without some authority to supervise it, to sort out the materials to be published or noted, and to formulate from time to time instructions for the guidance of agencies in their essential collaboration. Building on the existing Virginia Register Act, the Committee and the Commission have prepared, and there is attached hereto, the form of statute which it believes would provide a more or less permanent and in any event necessary basis. The primary problem is not that of simply whether or not to publish but rather what to publish, how to do so, in what form, and by what means. Even that is misleading because any form or degree of publication must be preceded, in actual practice, by some practicable means of procuring the regulations, screening or selecting those to be included, etc. Moreover, there are related questions as to authentication, a central repository, inspection and copying, and frequency of publication or supplementation as well as methods of distribution.

The remainder of this report comments on the salient features of the system now recommended without assuming to retrace all that is said in informational detail in the reports of the Committees and Commission to the 1973 and 1974 General Assemblies. Added are matters which have been discovered in the course of making up the attached Register during the last year and half. The matters noted below from these two sources combined include (1) the minimum content of the Register and its publication, (2) the collaboration of the agencies in supplying information for it as well as the duty of agencies to keep their regulations available to public inspection and copying, (3) the definition of "regulations" and necessary exceptions, and (4) the requisite administrative setup for the system as well as the necessary personnel and financing therefor.

Content and Publication of a "Register of Regulations"

The heart of the recommendation is that there be an official Register of Regulations, published as an adjunct to the Code of Virginia or otherwise, and supplemented annually. The published Register would include (as provided in § 9-6.19 of the attached bill) for each agency (i) a statement of the statutes which its regulations implement, (ii) information as to where its regulations may be inspected, copied, or obtained, (iii) a simple listing of all currently operative regulations, and (iv) such supplemental or explanatory information as may promote the purpose of the Register. A further word may be helpful about the second of these, the reference to statutes implemented. It is intended to include more than those which specifically mentioned the issuance of regulations, because even without such specifics, agencies may and often do supplement by regulations the regulatory statutes under which they operate.

It is estimated that the present draft Register could be printed in 200 pages or less. Its publication and supplementation as an adjunct to the Code of Virginia, that is, as an “annotation” or pamphlet or otherwise, would entail a minimum cost to purchasers. The Michie Company is quite agreeable and, indeed, would probably desire to publish the Register as part of its service to lawyers even if the State issued an official print. Annual supplementation would pose no problem unless that were regarded as insufficient. But any more frequent updating would lead logically to weekly, or even daily supplements—which would immediately multiply the cost to the users and the State—with what may turn out to be only marginal betterment. Instead, with an annually supplemented Register, users should be able to obtain enough information to query the relevant agencies for later or additional materials (which is what alert professionals would do in any event).

Filing, Inspection, and Copying of Regulations

In the preparation and maintenance of the recommended skeleton Register of Regulations the cooperation of agencies will be crucial. The statutory basis therefor should take the form (as illustrated in § 9-6.18 of the attached bill) of a duty if each agency to have on file with the Registrar the complete text of all its currently operative regulations (which filing should also be requisite to the validity of any regulation, amendment or repeal). As submitted, these should be accompanied by obviously necessary supplemental information—the laws they implement, the regulations they supplant or supplement, and their dating.

In addition to supplying information for the Register, each agency should have the duty of maintaining a complete file of its regulations for public inspection and copying or obtaining copies (as proposed in the second paragraph of § 9-6.18 of the attached bill). This will also have the effect of keeping the agencies aware of their essential collaboration in the central listing of their regulations in the Regitster. It is often suggested that there also be a central depot for such public reference to full texts but, since seriously interested people must almost always also consult the agencies concerned for supplemental information, such central public inspection becomes a duplicate which, because rarely up to the minute, may be misleading as well as administratively burdensome.

If these proposals for a published Register, supplemented by rights of inspection and copying at the several agencies, are adopted, then the duplicative provisions of the present Administrative Agencies Act (now widely honored in the breach) should be repealed (as suggested in the attached bill).

While these duties of agencies of agencies should be mandatory and require no prodding from other officials, in cases of refusal or neglect there should be means of compulsion or correction (as provided in the second paragraph of § 9-6.18 and § 9-6.20 (1) of the bill).

The Definition of “Regulations”—Exceptions

Experience has shown that the definition of “regulations” in the existing Register Act should be amplified to include expressly two types of items—the adoption of regulations “by reference” to texts or publications from other sources as well as explicit delegations of regulatory authority by the agency head to other persons. Adoptions by reference are not only included in the definition (in § 9-6.18 of the attached bill) but it is also necessary to deal with them specially in connection with the duty of agencies to file their regulations or exhibit their regulations to the public (see the third paragraph of § 9-6.18).

Delegations of authority by the head of an agency to any other person to decide cases or make regulations with operative effect are not only legislative acts but are important to include in the Register. Without them, concerned or interested members of the public not only do not know where to go to make requests or submittals but are misled into thinking that the agency itself handles matters which, in fact, it has transferred to someone else.

However, while it is necessary that the definition of “regulation” be comprehensive, it is no less essential for practical reasons that there be provision for the making of exceptions—which are recognized in the definition as well as authorized in the administrative provisions of the proposed state (§ 9-6.20(c)). Moreover, in editing the Register, there must be some shifting out of massive irrelevancies and diversions which are bound to occur in the paper submittals of some agencies (see §§ 9-6.19 and 9-6.20).

Administration and Expense

Any system of public information, whether this one or some other, will require a workable administrative mechanism and adequate financial support. Any publication, and certainly one as technical as the recommended Register of Regulations, must be compiled, edited, and supplemented. Agencies must be called upon to file the necessary information, exceptions must be made in order to reduce costs and to tailor the Register to real needs, and the system must have some form of centralized supervision. For these purposes not only the experience of other governments but experience under the present Virginia Register Act confirms the need for an administrative organization such as the Register Committee, which must in turn have some form of skilled executive such as a Registrar (as provided in § 9-6.17 of the attached bill). If, as recommended, the Register of Regulations is to be compiled, supplemented, and published as an adjunct to the Code of Virginia, it may be prudent, at least at first, to leave its administration within the existing framework of the Virginia Code Commission (as aided by the Division of Legislative Services). That is where the current developmental work has been supervised and performed; and for the next few years, if the program is continued as here recommended, it will be important to preserve the existing

momentum already established there in order to aid in assuring the success of the Register in the long run.

The present Register Act provided for general supervision by the Code Commission, application of policies and determination of detailed guidelines by a Register Committee, and day-to-day operation under a Registrar. No reason appears why that organization should be changed. Moreover, there are many reasons why the Register and the operations incident thereto should continue to be located in the Division of Legislative Services, with or without explicit statutory direction to that effect. The Division serves the Code Commission and is a center for the drafting and publication of the basic laws under which agencies operate. Important will be the need for the Division to be prepared to offer the skilled service required for the preparation and supplementation of the Register, which includes the need for expertise in the field as well as editorial and administrative competence.

The cost and expense should also be squarely faced. While there may be some incidental saving of general expense through a reduction of the great number of diverse forms by which Virginia agencies presently seek to inform the public of their documentary output, that is not only speculative but any such saving may be cancelled by increased (and desirable) amplification and improvement of their regulations by the agencies. The proposed skeleton Register has been devised precisely in order to reduce costs and make the product feasible. Nevertheless, it must not only be funded but soundly funded. At the least this will require a professional Registrar, certainly clerical assistance, and perhaps some skilled supplemental aid. The next few years will be critical while the Register Committee is developing its regulations (as authorized by § 9-6.20(c) of the attached bill), some agencies are revising their regulations or providing missing ones, and public demands for information through the new systems are becoming known.

Respectfully submitted,
MEMBERS OF THE CODE COMMISSION

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A BILL to amend and reenact §§ 9-6.15 through 9-6.20, as severally amended, of the Code of Virginia, relating to the Register of Regulations; and to repeal §§ 9-6.7 and 9-6.21 of the Code of Virginia, relating to filing and publication of regulations of administrative agencies.

Be it enacted by the General Assembly of Virginia:

1. That §§ 9-6.15 through 9-6.20, as severally amended, of the Code of Virginia are amended and reenacted as follows:

§ 9-6.15. Purpose of chapter; declaration of policy.— In order to satisfy the need for public information, It is the purpose of this act to satisfy the need for public availability of information respecting chapter to provide for the determination of an efficient and practicable system of publication of the regulations of State agencies. The necessary groundwork is to be laid, as provided herein, by (a) procuring the registration of all administrative regulations together with certain additional information as provided in § 9-6.18, (b) the study, selection, and designation as provided in § 9-6.21 of such parts thereof as may warrant publication, and (c) a report thereon with recommendations to the General Assembly for its ultimate decision as to the form, method, and financing of such publication if any. Nothing in this chapter contemplates or is designed to limit or impede the present or future making, amendment, or repeal of regulations by administrative agencies; and it is hereby declared to be the policy of the Commonwealth to encourage, facilitate, and assist agencies in developing regulations which will inform the public of the requirements, policies, and procedures of the administrative authorities of the State. Meanwhile, nothing herein shall be deemed to affect, supersede, or repeal any existing requirements of law for the filing, publication, or distribution of administrative regulations.

§ 9-6.16. Definitions.—As used in this chapter:

“Agency” means any authority, instrumentality, officer, board or other unit of the State government *with express or implied authority to issue regulations* other than the General Assembly, courts, municipal corporations, counties, and other *local or regional governmental authorities* political subdivisions including sanitary or other districts *and joint State-federal, interstate or intermunicipal authorities*.

“Commission” means the Virginia Code Commission.

“Committee” means the Register Committee established as provided in § 9-6.17.

“Register of Regulations” means the *published listing of agency regulations with supplemental information as provided by §§ 9-6.18 and 9-6.19* list of regulations, but not the full text of such regulations, filed pursuant

to § 9-6.18 together with the supplemental information required by § 9-6.19 and made available, temporarily published, or recommended for publication pursuant to §§ 9-6.19, 9-6.20, and 9-6.21

“Registrar” means the Registrar of Regulations appointed as provided in § 9-6.17.

“Regulation” means any agency statement in writing of law, policy, right, requirement, or prohibition formulated and promulgated by any agency as a rule, standard, or guide which is used or usable for the determination of compliance or noncompliance with, or violation of, law as a basis for either the imposition of legal consequences of any kind or the grant or denial of relief or of a license, right, or benefit by any agency or court whether or not such statements are substantive, organizational, remedial, procedural (including forms and instructions), or interpretations of laws under which the agency is operating (other than those in advisory rulings or decisions of cases) and whether or not such statements are of general, particular, or local applicability for the past, present, or future. *The term “regulation” includes all texts adopted by reference to other sources or publications as well as all delegations of authority by an agency to any person or persons to decide cases or make regulations with operative effect whether or not subject to review or reconsideration by the agency or other authority or court.* But the term does not include (i) statements as to agency routine for managerial purposes or of only an internal, clerical, or custodial nature whether embodied in office manuals, memoranda, or other writings, (ii) local directions or instructions conveyed by highway signs or markers, and (iii) other directives as to which the Committee shall have determined that, for reasons of practicality, the purposes and requirements of this chapter should be waived, modified, or conditioned in whole or part. *Such modifications may include general or special exemptions from filing, registering, or listing regulations under §§ 9-6.18, 9-6.19 and 9-6.20.*

“Substantive regulations” means those allowing, requiring, or forbidding conduct which persons or organizations are otherwise free or prohibited to engage in or which state requirements, other than procedural, for obtaining a license or any kind of benefit or recompense.

§ 9-6.17. Register Committee created; appointment, terms, etc., of members; Registrar of Regulations; personnel, facilities and services; publications. There shall be a Register Committee, under the general supervision of the Commission, composed of three members of *whom* one shall be designated by the Governor from among the officers in the executive branch, a second by the Attorney General from among the members of his staff, and a third by the Commission. They shall select their own chairman. Members selected from among the officers or employees of the State shall serve without pay other than actual and necessary expenses if any. The other member, when performing duties hereunder, shall receive the same per diem as the members of the Commission plus actual and necessary expenses incurred in the performance of such duties. The members of the Committee, in the order named above, shall be appointed to *serve* for one, two, and three years respectively *or until successors are appointed*; and thereafter, save for appointments to fill

unexpired terms, each member shall be appointed for a term of three years.

The Committee, with the approval of the Commission, shall engage or appoint on a contract, part-time, or annual basis a professionally experienced or trained Registrar of Regulations. Under the direction of the Committee, the Registrar shall, at a suitable place to be designated by the Committee, perform the duties required by this chapter or assigned by the Committee in accordance with this chapter. To the extent that funds are duly available or provided and with the approval of the Commission, the Committee shall as necessary also (i) appoint clerical or other personnel if any, (ii) arrange by contract or otherwise for the necessary facilities and services, and (iii) provide for such publication of regulations or lists thereof as may be authorized by law the compilation and publication of the Register of Regulations pursuant to § 9-6.19.

§ 9-6.18. Agencies to file regulations with Registrar; other duties; failure to file.— *It shall be the duty of every agency to have on file with the Registrar the full text of all of its currently operative regulations together with the dates of adoption, revision, publication, or amendment thereof and such additional information as may be requested by the Committee or the Registrar for the purpose of published listing in accordance with § 9-6.19. Thereafter, coincidentally with the issuance thereof, each agency shall from day to day so file, date, and supplement all new regulations and amendments, repeals, or additions to its previously filed regulations. Such filed regulations shall (i) indicate the laws they implement or carry out, (ii) designate any prior regulations repealed, modified, or supplemented, (iii) state any special effective or terminal dates, and (iv) be accompanied by a signed statement or certification that they are full, true, and correctly dated. No regulation or amendment or repeal thereof shall be effective until filed with the Registrar.*

In addition each agency shall itself (i) maintain a complete list of all of its currently operative regulations for public consultation, (ii) make available to public inspection a complete file of the full texts of all such regulations, and (iii) allow public copying thereof or make copies available either without charge, at cost, or on payment of a reasonable fee. Each agency shall also maintain as a public record a complete file of its regulations which have been superseded on and after June one, nineteen hundred seventy-five.

Where regulations adopt textual matter by reference to publications other than the Federal Register or Code of Federal Regulations, the agency shall (i) file with the Registrar copies of such referred publications, (ii) state on the face of or as notations to regulations making such adoptions by reference the places where copies of the referred publications may be procured, and (iii) make copies of such referred publications available for public inspection and copying along with its other regulations. It shall be the duty of every agency (i) to file with the Registrar, within thirty days after being called upon by the Committee in writing to do so, the full text of all of its regulations together with such additional information as may be necessary for the purpose of listing in accordance with Sec. 9-6.19 and (ii) thereafter to do the same as to amendments, repeals, or additions thereto or new regulations coincidentally with the making of such amendments, repeals, additions, or new regulations.

Unless he finds that there are special circumstances requiring otherwise, the Governor, in addition to the exercise of his authority to see that the laws be faithfully executed, may, until compliance

with this chapter is achieved, by executive order withhold the payment of compensation or expenses of any officer or employee of any agency in whole or part whenever the Commission certifies to him that the agency has failed to comply with this section or this act in stated respects, to respond promptly to the requests of the Registrar, or to comply with the regulations of the Committee. (i) has regulations of any kind but has failed for more than thirty days to register all its regulations under this section and submit therewith such additional information as may be required under this chapter or (ii) having registered its regulations, has failed to register some or all of its amendments, repeals, or additions thereto, or new regulations. The same consequence shall follow pursuant to the same procedure whenever an agency, being expressly authorized to issue regulations and not having done so, fails for more than thirty days to report that fact to the Committee with an explanation on being called upon by the Committee for such a report.

§ 9-6.19. Official Register of Regulations.—The Committee, with the approval of the Commission as to its form, shall establish and maintain an official Register of Regulations which shall be compiled and kept up to date by the Registrar and *include for each agency (i) a resume of the agency's statutory powers under which its regulations are or may be made, (ii) information as to the place or places where its regulations may be inspected or copied as well as the place of custody of the originals and the source for obtaining official copies together with any fee or other requirement therefor, and references to any official publications thereof, (iii) a simple listing of its currently operative regulations, and (iv) such supplemental information as the Commission or the Committee may deem to promote the purpose of this chapter. The Commission shall arrange for the publication of the Register of Regulations, and its annual supplementation, as an adjunct to the Code of Virginia or otherwise. The Registrar shall also maintain a currently updated copy of the Register and make the same available for public consultation. consist of a simple listing of all regulations by (i) agency, (ii) subject, (iii) citation to the authority under which issued or to the laws which they implement or interpret, (iv) the place of custody of the originals, (v) any existing official publications thereof, and (vi) the place or places where the same may be inspected or copied as well as the source in the agency from which authentic copies may be obtained by interested persons together with any fee or other requirement for obtaining the same. When in the judgment of the Committee such listing is sufficiently complete and with the approval of the Commission, the Committee shall then arrange for the publication of such register either in connection with some existing governmental publication, in the Code of Virginia or supplements thereto, or, when funds are available and need appears, by separate publication as a public document available on request or at cost. Whether or not such register is so published, it shall nevertheless be made available to public inspection and copying not later than April one, nineteen hundred seventy-five.*

§ 9-6.20. Duties of Committee in compiling Register.— The Committee, through the Registrar and otherwise as it *may shall* direct, shall *may* in the course of the work of compiling and maintaining the Register:

(a) In writing at any time call upon all agencies authorized to make regulations, to submit to the Registrar one or more copies of all

existing regulations as well as all subsequent amendments, repeals, additions, or new regulations; *but this does not derogate from the duty of agencies to comply with § 9-6.18 without calls or reminders;*

(b) Advise agencies as to the form and style of their regulations as well as to the extent practicable, the classification thereof ; into categories of substance, procedure, and organization; and

(c) *Formulate and issue, Suggest revisions in form, style, and classification for the purpose of any temporary or ultimate publication pursuant to § 9-6.21.*

In performing these functions the Committee, with the approval of the Commission, may formulate instructions of an advisory nature and distribute the same among the agencies without reference to or limitation by the requirements of the General Administrative Agencies Act , general or special regulations respecting the nature and content of the Register of Regulations, making exceptions thereto, supplementing or limiting the duties of agencies hereunder, and otherwise carrying out the purposes of this chapter; and

(d) *Annually, or specially, report to the Commission on the operation of this chapter with any suggestions for improvements in serving public needs with respect to administrative regulations.*

2. That §§ 9-6.7 and 9-6.21 of the Code of Virginia are repealed.

REGISTER OF REGULATIONS

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PREFACE

This document has been compiled by the Registrar of Regulations under the direction of the Register Committee and under the general supervision of the Virginia Code Commission, pursuant to the Virginia Register Act (Va. Code §§ 9-6.15 to 9-6.22), as enacted in 1973 and amended in 1974. The Act provides for the establishment and maintenance of an official Register of Regulations containing a listing of regulations of agencies of the executive branch of the State government, together with certain other information, and requires every such agency to file with the Registrar the full text of its current regulations and of subsequently adopted amendments, repealers, and additions thereto, as well as such additional information as may be necessary for purposes of the Register.

Agencies subject to the Act and covered in the Register include all departments, boards, officers, or other units of the State government other than the General Assembly and the courts, having express or implied authority to issue regulations subject to the Act. Political subdivisions of the State are not included.

Arrangement of the Register is in alphabetical order by agencies (disregarding such words as Board, Department, or State at the beginning of official titles). The entries for a few departments include matter relating to boards having a close relationship to, but not technically within, those departments; data concerning such boards may be located through cross-references in the Table of Agencies.

For each agency, the following information is included; (1) a summary statement of its regulatory powers, with citation to statutory or other authority; (2) information as to the public availability of its regulations; (3) a list of its currently effective regulations subject to filing under the Register Act; and (4) a brief description of its regulations exempt from filing but otherwise covered by the Act. The material comprising items (2), (3) and (4) is based on statements and regulations filed with the Registrar on or before December 1, 1974. In addition, each entry was submitted to the appropriate agency for suggestions prior to publication.

Statements of agency powers. Statutory references (by title and chapter) are to the Code of Virginia, including amendments made by the 1974 Session of the General Assembly. In some instances references are to the Governor's executive orders (cited E.O.). The statements of agency powers cover only regulatory powers; other functions such as advisory or research activities are not included. Regulatory powers noted include rule making, licensing, the grant or denial of benefits, the issuance of orders to discontinue unlawful action or to take action to achieve compliance, inspection, seizure, imposition of penalties, reporting and filing requirements, and determination of certain controversies. The term "license" is used broadly, to include the issuance, denial, or

revocation of any form of permission whether entitled licenses, permits, certificates, registration, or otherwise. No distinction is made between statutory powers vested in a department as such and those vested in a multimember supervisory board or commission, the department's executive head, or a particular unit of the department. In the case of some of the larger agencies, however, powers are stated and regulations listed under the division or other unit principally charged with their administration.

Availability of regulations . The entry for each agency includes information as to the place or places where official copies of its regulations may be obtained and where they may be inspected or copied. Unless otherwise stated, no charge is made for such copies (although there may be a charge for certified copies). The statement "Regulations are available at", unless otherwise indicated, applies to both availability for inspection and availability of copies, as well as to the place of custody of the original regulations.

What is included in the term "regulation" . "Regulations" subject to the Register Act, as interpreted by the Register Committee and as used in the Register , embraces every statement of substantive or procedural right, requirement, or prohibition issued by an agency as a rule, standard, or guide for the public, agencies, or courts and applicable to private conduct, the official decision of cases, or the grant or denial of licenses or benefits, except that it does not include local directions or instructions conveyed by highway signs or markers. It includes such materials whether or not they are formally entitled regulations, and whether or not they are of general, particular, or local applicability. It includes forms for use by regulated persons or entities, but does not include forms for use only by the agency unless they are actually instructions to persons outside the agency. It does not include purely internal regulations (i.e. , those relating to the agency's office routine or personnel management).

Listing of regulations . Except for documents issued by the Governor, the entry for each agency includes a listing of its currently effective materials falling within the term "regulation" as defined above, not exempt from filing (see below), and filed with the Register

Regulations exempt from filing . The Register Act authorizes the Register Committee, for reasons of practicality, to waive or modify the Act's requirements as to any regulations (Va. Code § 9-6.16). Pursuant to this authority the Committee has, by guidelines directed to the agencies, exempted the following classes of regulations from filing with the Registrar: (1) those both of a temporary nature and operative only in limited localities; (2) those expressly addressed to named individuals or organizations, such as many rate orders; and (3) those concerned only with any of the following: public officers and employees; elections; students; persons in state mental, penal, and other institutions; State property or funds; public contracts; defense functions; police operations of an enforcement, prosecutorial, or investigatory character; money grants, benefits, loans, compensation other than workmen's and

unemployment, or subsistence or welfare payments. Regulations exempt from filing are not listed in the Register ; the entry for each agency, however, notes the existence of any such regulations reported by the agency.

REGISTER OF REGULATIONS
ACCOUNTANCY, STATE BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license individuals and corporations for the practice of accountancy, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 5. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Regulations adopted Apr. 23, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Virginia C.P.A. Law and Rules and Regulations, Nov. 15, 1972

Forms

Application for Examination

Certification [by educational institution] of Enrollment

Application for Reexamination

Application for Certificate of Certified Public Accountant

Application for a Virginia C.P.A. Certificate by Reciprocity

Certification of Partnership Status

Application for Registration as Public Accountant Nonresident, May 17, 1962

Application for Certificate of Authority as a Professional Corporation

License Renewal Applications: C.P.A., Public Accountant, or Public Accountant Non-Resident; Nonresident Certified Public Accountant; Professional Corporation

AGING, OFFICE ON

The Office is located at 9 N. 12th St., Richmond, Va. 23219. It is vested with responsibility for preparation and administration of plans and allocating funds under federal and State programs respecting services and facilities for the elderly. It is also authorized to make regulations governing establishment by local governing bodies of commissions on the aging. Title 2.1, Ch. 24. The Office has issued no regulations.

AGRICULTURE AND COMMERCE, DEPARTMENT OF
IN GENERAL

The department's principal offices, and those of the units noted below unless otherwise indicated, are at 203 N. Governor St., Richmond, Va. 23219. All Department regulations are available at the office of the Secretary of the Board of Agriculture and Commerce at that address, and at the office of the appropriate constituent unit.

DIVISION OF ADMINISTRATION

Proprietors of tobacco warehouses are required to make monthly reports to the agency of their sales. Title 61.1, Ch 4. The agency is also authorized to make regulations to carry out the statute prohibiting commingling of burley with other tobacco, restricting speed of sales, and imposing requirements as to information disseminated by warehousemen. Id. , Ch. 7. Manufacturers of dairy products are required to report to the agency the amounts of milk and cream received and products manufactured by them annually. Title 3.1, Ch. 21, Art. 6. In addition, the agency is responsible for administration of the Virginia Rural Rehabilitation Education Fund, providing loans to students. Title 3.1, Ch. 5. It has issued an application form and instructions under this program, not listed below.

Forms

Monthly Leaf Tobacco Report for Virginia

No. OMB 40-R0034, Report of Dairy Products (monthly)

DIVISION OF ANIMAL HEALTH AND DAIRIES

The Division's offices are at 823 E. Main St., Suite 600, Richmond, Va. 23219.

Animal Health Section

The agency is authorized to make regulations for the purpose of eradicating and preventing disease in livestock and poultry and certain other animals and birds, including requirements for interstate movement, operation of livestock markets, and requirements of testing and reporting. It may impose quarantines, require treatment of premises, vehicles, and animals or poultry, and condemn diseased cattle. Title 3.1, Ch. 27. It may grant exemptions

from statutory requirements governing disposal of dead poultry by commercial poultry raisers, and may impose additional requirements. Id. , Art. 2. The statute prohibiting feeding garbage to swine authorizes the agency to exclude certain treated wastes from the statutory definition of garbage; materials so excluded are thereby subjected to regulation as commercial feed. Id. , Art. 4. Cattle owners using brands are required to register them with the agency and to notify it of transfers, and livestock markets are required to keep available for inspection the Department's official register of brands. The agency is authorized to make regulations to carry out the statute. Title 3.1, Ch. 27.2.

Regulations

Regulations of the Commonwealth of Virginia for the Prevention, Control and Eradication of Contagious and Infectious Diseases of Livestock and Poultry, effective June 1, 1953: Regulation 1, General Regulations; Regulation 2, Tuberculosis of Cattle; and Regulation 3, Brucellosis of Cattle. (Regulations 4 and 5 in this item have been superseded by the regulations next listed below; Regulation 6, Vesicular Exanthema of Swine, has been repealed.)

Rules and Regulations Governing the Operation of Livestock Markets (Regulation AHD 4), Nov. 21, 1973

Rules and Regulations Pertaining to the Health Requirements Governing the Admission of Livestock into Virginia (Regulation AHD 5), as amended Feb. 26, 1971. (Covers certain other animals, poultry, and psittacine birds in addition to livestock.)

Rules and Regulations Governing the Control of Equine Infectious Anemia in Virginia (Regulation AHD 10), June 5, 1974

Bureau of Dairy Services

The agency is authorized to make regulations, for purposes of sanitary and quality control, governing the production, processing, storage, handling, sampling, labeling, transportation, and marketing of milk, milk products, and imitations or substitutes, including the licensing of importation of Grade "A" raw milk and the licensing by the Health Department of processors and distributors of Grade "A" market milk and products; and to license milk samplers and haulers and creameries, plants, and buying stations. Title 3.1, Ch. 20, Art. 3, and Ch. 21. It is authorized to license the manufacture and importation of ice cream and similar products and to make regulations governing their production, labeling, transportation, and distribution, for purposes of sanitary and quality control. Id. , Ch. 21, Arts. 5.1 and 7. It may inspect premises and products, may order correction of unsanitary conditions, and may seize milk or any of the covered products found to be unsafe, adulterated, or misbranded. Id. , Chs. 20 and 21.

Regulations

Rules and Regulations Governing the Production, Processing and Sale of Grade "A" Pasteurized Market Milk and Grade "A" Pasteurized Market Milk Products and Certain Milk Products, as amended effective Oct. 1, 1973

Rules and Regulations Governing the Cooling and/or Storage of Milk on Dairy Farms; the Sampling and Sample Handling of Milk from the Farm to the Laboratory; the Hauling, Transferring, Handling and Delivery of Milk from the Farm to the Processing Plant, Apr. 7, 1972

Rules and Regulations Governing the Production, Processing and Sale of Ice Cream, Frozen Desserts and Similar Products, Apr. 7, 1972

Rules and Regulations Governing the Production, Handling, and Processing of Milk for Manufacturing Purposes and Establishing Minimum Standards for Certain Dairy Products to be Used for Human Food [, July 27, 1965]

Forms

No. 43-81, Application for Permit (to manufacture and/or sell frozen dairy foods)

Application for a Permit to Produce Milk for Sale in the State of Virginia

Application for Permit (or license), VDAC-0059; and attached memorandum listing various types of licenses for which it is used, Aug. 7, 1974

Plant Monthly Report on Quality of Milk Received for Manufacturing Purposes, rev. Jan. 1969

Virginia Meat and Poultry Inspection Station

The agency is authorized to administer a program of ante- and postmortem inspection of livestock and poultry and meat and poultry products, and to make regulations imposing sanitary requirements and to prevent misbranding and adulteration, applicable to slaughter, rendering, processing, and transportation. It may impose administrative detention of articles or animals and may order misleading labels and containers withdrawn from use. Title 3.1, Ch. 30.

Regulations and Forms

Rules and Regulations Pertaining to Meat Inspection, Sept. 26, 1972. (1974 amendments are in course of printing.)

Rules and Regulations Pertaining to Poultry Inspection, Sept. 26, 1972

Form No. MIF-401, Application for State Meat and Poultry Inspection or Application for Permit of Exemption; and Supplement to same, Regular and Overtime Work Hours Agreement

Application for Permit of Exemption under the Virginia Meat and Poultry Products Inspection Act

OFFICE OF CONSUMER AFFAIRS

The office is located at 825 E. Broad St., Richmond, Va.

The Office acts as a clearinghouse to receive complaints by consumers of improper practices, and to refer them to appropriate State or local administrative agencies or law enforcement officers. Title 3.1, Ch. 3.1. Local offices of consumer affairs are directed to coordinate their processing of complaints, where applicable, with the Office, and to file with it copies of any periodic reports. Title 15.1, Ch. 1.

The Office is also responsible for administration of the statute governing solicitation of charitable contributions. With some exceptions, organizations making such solicitations in Virginia are required to register with the Office. It may license professional fund raisers and solicitors, grant exemptions from registration requirements, issue public warnings respecting solicitations by unregistered organizations, promulgate a model ordinance which may be adopted by local governments, and make regulations to carry out the statute. Title 57, Ch. 5.

DIVISION OF MARKETS

The agency is authorized to make regulations fixing standards for grades and sizes of eggs and governing their labeling and sanitary conditions; it may inspect premises, issue stop-sale orders, and seize eggs. Title 3.1, Ch. 27, Art. 5. It may make regulations fixing standards for voluntary certification of hatchery products (*id.*, Art. 6); it is also charged with inspection and supervision of use of the quality mark for eggs (see under Virginia Poultry Products Commission below). It is authorized to make regulations fixing standards for grading and packing of apples and governing their labeling; it may inspect premises and issue stop-removal orders. *Id.*, Ch. 23, Art. 1. It may also make regulations governing controlled atmosphere storage of apples and peaches, and register warehouses and certify fruit so stored. *Id.*, Ch. 37. It may license grain handlers and make regulations governing their equipment and operations. *Id.*, Ch. 19, Art. 1.1. It may license grain dealers and make regulations to carry out the licensing act, including the requirement of records to be kept by dealers. *Id.*, Ch. 26, Art. 4. Agricultural cooperatives are required to file annual reports with the agency. Title 13.1, Ch. 3.

The agency is vested with enforcement of the Virginia Seed Potato Inspection Law and standards promulgated thereunder by the State Seed Potato Commission (see below); it has the right of

entry and inspection and may issue stop-sale orders. Title 3.1, Ch. 17.

It is authorized to establish standard grades for dark fire-cured tobacco in green order, and to inspect, grade, and label such tobacco. Title 3.1, Ch. 18. It may establish grades, marks, and brands for any agricultural product, and make regulations governing their voluntary use; it has the right of entry and inspection and may forbid the movement of improperly marked products, and require unpacking or remarking. Title 3.1, Ch. 19, Art. 1. It may make regulations governing voluntary use of the Virginia Quality Label for agricultural products. Id. , Art. 2. On request of persons interested in a lot of any agricultural product, it may certify its quality, condition, or grade, pursuant to regulations issued for such purpose. Id. , Ch. 6. It may adopt federal marketing agreements and codes, and make regulations to carry out the statutes respecting sale of farm produce. Id. , Ch. 26, Art. 1.

Regulations

Rules and Regulations Defining Standards for Grades/Sizes of Individual Shell Eggs, Sept. 24, 1968

Virginia Standards for Apples, Sept. 18, 1963; and USDA Standards for Apples (incorporated by reference), rev. Oct. 1, 1966

Rules and Regulations Applicable to Controlled Atmosphere (CA) Apples, July 2, 1970

Rules and Regulations Relating to Grain Handlers, July 27, 1966

Rules and Regulations Relating to Grain Dealers Licensing and Bonding Law, Sept. 26, 1972

Forms

Application for Registration of Grain Handlers

Application for Dealers under Grain Dealers Licensing and Bonding Law

Bond as Dealer under Grain Dealers Licensing and Bonding Law

Controlled Atmosphere Registration Application (Apples)

CA Sealing Report for Controlled Atmosphere Storage - Apples

Controlled Atmosphere Room Record

No. AC-AA2, Annual Report of Associations, Agricultural Cooperative Association Act

DIVISION OF PRODUCT AND INDUSTRY REGULATION

The agency is authorized to license fertilizers for non-farm use, and manufacturers and distributors of any unlicensed fertilizers, and to make regulations to prevent misbranding and the use of harmful materials. Title 3.1, Ch. 3, § 3.1-14, and Ch. 10. It is authorized to license agricultural liming materials, and retail sellers of unlicensed liming materials, and may make regulations to carry out the licensing act. *Id.*, Ch. 11.1. Under both statutes it may issue stop orders, assess penalties, and seize unlawful products. Manufacturers and distributors of charcoal are required to register with the agency each product bearing a distinguishing name or trademark; the agency may inspect premises and withdraw articles from sale, and may make regulations to carry out the act. *Id.*, Ch. 19, Art. 3. The agency is authorized to make regulations for prevention and control of bee diseases and unsanitary conditions in the operation of honey houses and buildings. It may license importation and sale of bees on combs, and certain equipment; it has the right of entry and inspection and may forbid removal of bees from infected apiaries, and treat or destroy diseased bees. Title 3.1, Ch. 22.1. It may license nurserymen and nursery stock dealers and make regulations for control of tree and crop pests, including the imposition of quarantines; and it may issue stop orders and seize plants, and under certain circumstances may require destruction of trees and plants. *Id.*, Ch. 13. It is authorized to license the sale, distribution, and transportation of pesticides and to make regulations fixing standards for their sale, distribution, use, and disposition; and it may restrict or prohibit the sale or use of certain economic poisons and may issue stop orders. *Id.*, Ch. 14. It may make regulations banning or restricting commerce in, and prescribing labeling requirements for, hazardous household substances (including articles for children's use) and may issue orders removing particular products from commerce. *Id.*, Ch. 15. It is authorized to make regulations fixing standards for seeds and governing their labeling, and to issue stop-sale orders for nonconforming seeds; it may license lawn and turf seed mixtures and require licensing of any seed variety or hybrid. *Id.*, Ch. 3, § 3.1-14, and Ch. 16, Art. 1. It is authorized to license the sale or installation of turfgrass sod, plugs, and sprigs, to make regulations fixing standards therefor and governing labeling, and to issue stop-sale orders. *Id.*, Ch. 17.1. It is authorized to designate weeds as noxious, establish quarantines, and make regulations to carry out the statute. *Id.*, Ch. 17.2. It may make regulations fixing standards of identity, quality, and fill of container for any article of food or drink and governing its labeling and advertising; and it may inspect premises and products, order correction of unsanitary conditions, and seize and destroy unsafe food. *Id.*, Ch. 3, § 3.1-14, and Ch. 20. It is also authorized to license cold-storage warehouses, and to make regulations to carry out the act requiring maintenance of sanitary conditions. It may prohibit use of noncomplying warehouses. Title 61.1, Ch. 2. It is authorized to make regulations fixing standards for stock and poultry feeds and governing their labeling, and to license names and trademarks thereof; and it may assess penalties and issue stop-sale orders. Title 3.1, Ch. 28. It may exercise similar functions respecting animal remedies (*id.*, Ch. 29) and canned animal foods (*id.*, Ch. 31). It may make regulations fixing standards for all weights and measures and instruments therefor, may issue stop-sale orders, and may seize commodities, weights, or measures.

Id. , Ch. 35. It is authorized to license public weighmasters, and may make regulations for determining their qualifications and to carry out the act. Id. , Ch. 36.

The agency is authorized to license commission merchants dealing in farm products (including operators of livestock auction markets), and to make regulations to carry out the act for prevention of unfair and fraudulent practices and price fixing. It may hear consignors' complaints and may order appropriate relief. Title 3.1, Ch. 26, Art. 2. It is also authorized to license other dealers in agricultural products, including processors, and to make regulations to carry out the act for prevention of fraudulent or deceptive practices. Id. , Art. 3.

The agency may make regulations fixing standards for and governing the labeling of gasoline and other motor fuels, and may prohibit sales of products not meeting standards; it may register each brand of motor fuel offered by manufacturers, jobbers, and wholesalers; and it may inspect motor fuels and motor lubricating oils. Title 59.1, Ch. 12. It is authorized to license paint brands, to make regulations to prevent misbranding and other deceptive practices in the sale and distribution of paint, paint oils, and turpentine, and to issue stop-sale orders; and it may also license spray paint contractors and make regulations to prevent deceptive practices by them. Id. , Ch. 14.

Regulations and Forms

Animal foods and commercial feeds

Rules and Regulations for Enforcement of the Virginia Canned Animal Food Law, Feb. 26, 1971

Form No. DRS-Fe 37, Application for Registration of Canned Animal Foods, Feb. 1967

Rules and Regulations for Enforcement of the Virginia Commercial Feed Law, Nov. 7, 1968

Virginia Manufacturers (claim for exemption)

Form for a Virginia Manufacturer to Enable his Initial Supplier to Obtain Exemption from Inspection Tax on Commercial Feed

Quarterly Tonnage Report of Commercial Feed Sold in the Commonwealth of Virginia

Application for Registration of Commercial Feeds

Form No. DRS-Fe 52, Application for Registration of Commercial Feeds Sold in Individual Packages of 5 Pounds or Less, Feb. 1967

Form No. DRS-Fe 53, Application for Registration of Medicated Feeds, Feb. 1967

Animal remedies

Rules, Regulations and Standards, Virginia Animal Remedies Law, effective Jan. 1, 1957

Application for Registration of Animal Remedies, Feb. 1967

Brokers and dealers

Application for Commission Merchants License

Application for Agricultural Products Dealers

Bond as Dealer in Agricultural Products in Virginia

Complaint under the Virginia Agricultural Products Dealers Licensing and Bonding Law

Charcoal

Application for Charcoal Registration

Fertilizers

Rules and Regulations for Enforcement of the Virginia Fertilizer Law, July 2, 1970; and 1972 Supp.

Application for Bulk Fertilizer Contractor

Application for Commercial Fertilizer License

Form No. F-7, Application for Registration of Specialty Fertilizer, June 1965

Quarterly Tonnage Report of Commercial Fertilizer Sold in the Commonwealth of Virginia

Food and drink generally

Rules and Regulations Pertaining to Carbonated and Still Water Bottling Plants and Beverages, as amended Apr. 16, 1956

Rules and Regulations Pertaining to Foods for Dietary Uses, Jan. 27, 1954

Rules and Regulations for Enforcement of the Virginia Food Laws Pertaining to Canned Peas, effective Oct. 1, 1940

Rules and Regulations for Enforcement of the Virginia Food Laws Pertaining to Canned Tomatoes, effective Dec. 1, 1937

Rules and Regulations Pertaining to Tolerances and Prohibitions Applicable to Sausage, as amended Nov. 30, 1972

Rules and Regulations Pertaining to Labeling and Sale of Infant Formula, June 5, 1974

Rules and Regulations Pertaining to Tolerances and Prohibitions
Applicable to Ground Beef, Nov. 30, 1972

Rules and Regulations Governing Bakery Products, effective Nov.
28, 1962

Form No. DCF-FO-8, Dealer's Statement (respecting sample
collected by inspector)

Gasoline and diesel fuel

Rules and Regulations for Enforcement of the Virginia Gasoline and
Motor Fuels Law, Apr. 22, 1969

Application for the Registration of Motor Fuels

Hazardous household substances

Rules and Regulations for Enforcement of the Virginia Hazardous
Household Substances Law, as amended Nov. 7, 1968; and 1973
Supp.

Liming materials

Regulation L-3, Regulation Governing the Definition and Minimum
Screening Standards for Agricultural Liming Materials under the
Provisions of the Virginia Agricultural Lime Law, July 17, 1951

Form No. L-5, Application for the Registration of Agricultural Lime
and Lime with Potash, Feb. 1967

Paint and turpentine

Rules and Regulations for Enforcement of the Virginia Paint Law,
Apr. 22, 1969

Application for Registration of Paint

Application for Spray Paint Contractor's License

Bond as Spray Paint Contractor in Virginia

Pesticides

Rules and Regulations for Enforcement of the Virginia Pesticide
Law, as amended Feb. 28, 1974

Application for Pesticides Registration

Application for Pesticides Registration and Permit to Sell

Plant pests

Rules and Regulations for Enforcement of the Plant Pest Act, July
27, 1965

Rules and Regulations for Enforcement of the Soybean Cyst Nematode Quarantine, May 17, 1967

Rules and Regulations for Enforcement of the Barberry and Black Stem Rust Quarantine, July 31, 1964

Rules and Regulations Providing for the White Pine Blister Rust Quarantine, July 31, 1964

White-Fringed Beetle Quarantine Rules and Regulations for Enforcement of the Plant Pest Act, Apr. 3, 1970

Rules and Regulations for Enforcement of the Tomato Plant Disease Quarantine, July 31, 1964

Cereal Leaf Beetle Quarantine Rules and Regulations for Enforcement of the Plant Pest Act, Apr. 3, 1970

Seeds

Rules and Regulations for Enforcement of the Virginia Seed Law, Sept. 27, 1966; and Supp., reprinted with amendments Mar. 28, 1968, and July 2, 1970

Application for Registration of Lawn of Turf Seed Mixtures; and instructional letter of transmittal

Turfgrass

Rules and Regulations for Enforcement of the Virginia Sod Law, Nov. 7, 1968 Application for Selling or Installing Sod; and instructional letter of transmittal

Weights and measures

Rules and Regulations for the Enforcement of the Virginia Weights and Measures Law, Dec. 17, 1962

Application for Appointment of Licensed Public Weighmaster

Application for Public Weighmaster's License

Sample copy, Bond Required for Public Weighmasters

Licensed Public Weighmaster Oath

Report of Public Weighmaster Respecting Scales

DIVISION OF RURAL RESOURCE SERVICES

The agency is authorized to prescribe standards and procedures for classification of real property on the basis of agricultural or horticultural use, for purposes of tax assessment. Title 58, Ch. 15.

Regulations

Standards for Classification of Real Estate as Devoted to Agricultural Use and to Horticultural Use under the Virginia Land Use Assessment Law, in Classification, Assessment and Taxation According to Use of Real Estate Devoted to Agricultural, Horticultural, Forest and Open Space Purposes, Aug. 1973, published by State Land Evaluation Advisory Committee and available from that Committee at P.O. Box 1163, Richmond, Va. 23209, as well as from the Commission of Outdoor Recreation, the Department of Conservation and Economic Development, and the Secretary of the Board of Agriculture and Commerce.

STATE SEED POTATO COMMISSION

The Commission is authorized to make regulations prescribing standards for the governing sale and distribution of seed potatoes. Title 3.1, Ch. 17. It has no currently operative regulations.

VIRGINIA APPLE COMMISSION

The Commission is authorized to administer excise taxes imposed on apples for purposes of promotion and research. It is authorized to collect the taxes from producers and packers, and may prescribe records and forms to be used by taxpayers. Title 3.1, Ch. 23, Arts. 2 and 3. Forms are available at the office of the Secretary-Manager of the Commission at P.O. Box 718, Professional Bldg., Staunton, Va. 24401, as well as from the Secretary of the Board of Agriculture and Commerce.

Forms

Apple Packer's Statement of All Apples Graded, No. 1 and No. 2, issued semiannually

Statement of Ungraded Apples Sold for Fresh Consumption and to Processors, No. 1 and No. 2, issued semiannually

Survey of Virginia's Apple Crop Prospect, issued annually

VIRGINIA BRIGHT FLUE-CURED TOBACCO COMMISSION

The Commission is authorized to administer an excise tax on production of bright flue-cured tobacco, for purposes of research and promotion. It is authorized to receive the tax collected by warehousemen, for which purpose it may inspect warehouse records. It may also change the statutory basis for assessment of the tax. Title 3.1, Ch. 18, Art. 3.

VIRGINIA DARK FIRE-CURED TOBACCO COMMISSION

The Commission is authorized to administer an excise tax on production of dark fire-cured tobacco, for purposes of research and promotion. It is authorized to receive the tax collected by warehousemen, for which purpose it may inspect warehouse records. Title 3.1, Ch. 18, Art. 2.

VIRGINIA POULTRY PRODUCTS COMMISSION

Regulations are available at the office of the Commission's Administrative Officer, 1001 E. Main St., Richmond, Va. 23219.

The Commission is authorized to adopt a quality mark for eggs, and to license and fix standards governing its use. Licensees are required to file reports with the Commission, and it may inspect records and premises. Title 3.1, Ch. 27, Art. 9.

Regulations and Forms

Regulations for Imprinting and Using the Virginia Poultry Products Commission Egg Quality Certification Mark, undated

Monthly Ginny Hen Egg Marketing Report

Monthly Ginny Hen Flock Report

Form No. 3, Application for License to Use Virginia Egg Quality Certification Mark for Virginia Egg Producers Who Market Eggs of Their Own Production Only, June 15, 1966

VIRGINIA SWEET POTATO COMMISSION

The Commission is authorized to administer a self-imposed tax on farmers' sales of sweet potatoes, for purposes of research and promotion. It is authorized to collect the tax from handlers, may prescribe forms for their tax returns, and may inspect their records. Title 3.1, Ch. 25. The Commission has no currently operative regulations.

AIR POLLUTION CONTROL BOARD, STATE

Regulations are available at the Board's principal office at 1106 Ninth Street Office Bldg., Richmond, Va. 23219, and at its regional offices at 256 W. Main St., Abingdon, Va. 24210; 1126 Norwood St., Radford, Va. 24141; 204 Fort Early Bldg., Lynchburg, Va. 24502; 715 Caroline St., Fredericksburg, Va. 22401; 2112 Spencer Rd., Richmond, Va. 23230; 610 Pembroke One, 281 Independence Blvd., Virginia Beach, Va. 23462; and Rm. 104, 7115 Leesburg Pike, Falls Church, Va. 22043. Regulations of general effect are also filed with the Secretary of the Commonwealth prior to their effective date.

The Board is authorized to make regulations for the abatement and control of air pollution throughout the State or in affected areas. Enactment of local air pollution control ordinances is subject to its approval, and it may grant local variances. It may enter and inspect premises, and may require submission of information. It may issue special orders requiring the discontinuance of improper practices or the taking of affirmative steps to comply. Title 10, Ch. 1.2.

Regulations

Regulations for the Control and Abatement of Air Pollution, Feb. 3, 1974; and amendment, May 6, 1974

AIRPORTS AUTHORITY, VIRGINIA

The Authority's office is at 4508 S. Laburnum Ave., P.O. Box 7716, Richmond, Va. 23231.

The Authority is authorized to acquire, construct, operate, and dispose of airports and air navigation facilities; and it may grant concessions and enter into contracts for the furnishing of services, and may make regulations for the management of facilities under its control. Title 5.1, Ch. 6. The Authority has issued no regulations.

ALCOHOLIC BEVERAGE CONTROL BOARD, VIRGINIA

The regulations listed below are available at the office of the Secretary in the Board's principal office, 205 N. Fourth St., Richmond, Va. 23261. They are regularly distributed to licensees and other interested persons. In addition, the Board issues bulletins, circular letters, and special notices for the information and guidance of licensees and others affected; these materials are made available in the same way. Not listed below are temporary regulations local in nature, and handbooks of the Board's Divisions of Inspection and Enforcement, containing instructions to employees for implementation of the statutes and regulations; these materials are available at the Secretary's office without charge or at the rate of 15 cents per page, depending on the nature of the document. For regulations respecting government stores, see below.

The Board is authorized to license distilleries, wineries, breweries, and bottlers of all beverages containing over 3.2% alcohol; wholesalers, wholesale salesmen and retailers of wine and beer; beer importers; wholesale and retail druggists handling alcohol; and certain warehouses; and it may also issue a variety of permits for purchase, storage, and transportation of alcoholic beverages for particular purposes, such as sacramental, hospital, industrial, and culinary uses, or for particular occasions. Title 4, Ch. 1. It may fix minimum prices for fortified wines sold by retail licensees. Ibid. For the sale of mixed beverages it may license restaurants, caterers, clubs, and carriers, with some exceptions these licensees are required to purchase from the Board alcoholic beverages so used by them. Title 4, Ch. 1.1. It may also license and make regulations governing the sale of mixed beverages on certain federal lands in the State. Title 7.1, Ch. 3. It is authorized to license manufacturers, bottlers, wholesalers, and retailers (including carriers) of beverages of not over 3.2% alcohol. Title 4, Ch. 2. It is directed to collect the license taxes imposed by law for the various licenses, and taxes on beverages sold by or through it. It is authorized to make regulations to prevent illegal manufacture, bottling, distribution, sale, and transportation of alcoholic beverages, governing labeling, containers, and advertising and other practices of licensees, prescribing hours of sale for retail licensees (subject to local Sunday ordinances), and otherwise to carry out the alcoholic beverage control laws. It may inspect premises and records, require reports, and issue subpoenas; and certain of its agents have the power of arrest. Title 4, Chs. 1, 1.1 and 2.

The Board is also authorized to operate stores for package sale of alcoholic beverages other than beer; with some exceptions, retail sale of beverages of over 21% alcohol is permitted only at government stores or by mixed beverage licensees. It is authorized to make regulations fixing prices and governing operation of the stores, and it may ration sales to consumers. Title 4, Ch. 1. The stores' operations are conducted pursuant to "store letters," containing instructions based on the statutes and pertinent provisions of the Board's general regulations. Listed below, and on

internal instructions in a commercial context. These letters, not listed below, are available for public inspection at the stores as well as at the Board's principal office.

All retail sale of beverages of over 3.2% alcohol is subject to local option.

Regulations

Regulations of the Virginia Alcoholic Beverage Control Board in Force and Effect as of Aug. 20, 1974. (Order No. A-227, effective Sept. 20, 1974, adopts as a permanent regulation § 5.1, in the same language as appearing in the Aug. 20, 1974, compilation.)

Rules of Practice: Hearings upon Licenses and Applications for Licenses before Hearing Officers, rev. June 1974

Rules and Practice: Hearings upon Licenses and Applications for Licenses before the Board, rev. June 1974

Licensee Bulletins

No. 41-1, instructions for operating under retail alcoholic or 3.2 beverage license, July 1, 1974

No. 41-2, instructions for operating under mixed beverage restaurant, carrier, or caterer's license, July 1, 1974

No. 41-3, rules for operating licensed club, July 1, 1974

No. 41-4, types of retail wine, beer and beverage licenses, July 1, 1974

Forms

No. 802-1, instructions for license application, rev. Dec. 1973

No. 802-2, public notice of intention to apply for license

No. 802-3, license application, rev. Mar. 1974

No. 802-15, financial and statistical information for application for club-type license

No. 802-24, list of required licenses and amount of license tax for each, rev. Mar. 1974

No. 802-33, photographs required in connection with license applications

ARCHITECTS, PROFESSIONAL ENGINEERS
AND LAND SURVEYORS, STATE BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license individuals and corporations for the practice of architecture, professional engineering, and land surveying, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing acts. Title 54, Chs. 1.1 and 3, and Title 13.1, Ch. 7. Various provisions of the licensing acts were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Rules and Regulations adopted Apr. 19, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974] ; and amendment, Sept. 20, 1974

Rules and Regulations, Architectural Section, Feb. 15, 1973; and amendment Sept. 20, 1974

Rules and Regulations, Engineering Section, Oct. 15, 1971; and amendment Sept. 20, 1974

Rules and Regulations, Land Surveying Section, Oct. 15, 1971; and amendment Sept. 20, 1974

Rules and Regulations Governing Professional Practice and Corporate Practice, July 1, 1972.

Forms

Circular of Information 310, instructions for preparing an application for a State Record, with: NCARB Form 308-69, Application for Architect Registration; Supplemental Instruction Sheet; Form No. A-1, Employer reference; and Form No. A-2, Architect Reference

No. E-1, Application for Certification as Professional Engineer, rev. July 1, 1974, with: Instruction Sheet; Canons of Ethics; Form No. E-2, endorsement; and Form No. E-3, certificate of college or university

Application for Certificate of Authority to Practice Land Surveying,

with Instruction Sheet, Canons of Ethics, and related information for candidates

Application for Certificate of Authority to Practice Professions of Architecture, Professional Engineering and Land Surveying as a Corporation; and accompanying Instruction Sheet.

License Renewal Applications: Architects; Engineers; Land Surveyors; Certificate of Authority to Practice Profession of Architecture; Certificate of Authority to Practice Profession of Professional Engineering; Certificate of Authority to Practice Profession of Land Surveying

ARTS AND HUMANITIES, VIRGINIA COMMISSION OF THE

The Commission's office is at 1215 State Office Bldg.,
Richmond, Va. 23219

The Commission is authorized to receive and disburse funds made available from federal and other sources for encouragement of interest and participation in the arts and humanities. Title 9, Ch. 9.1. It has issued no regulations.

ATHLETIC COMMISSION, VIRGINIA

Regulations are available at the Commission's office at 805 E. Broad St., Richmond, Va. 23219.

The Commission is an "independent" agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license and make regulations governing conduct of professional and certain amateur boxing, wrestling, and sparring matches and exhibitions, including telecasts, and to license boxers, wrestlers, promoters, and others participating in or concerned with matches and exhibitions. Title 9, Ch. 4.

Regulations

Rules and Regulations of the Virginia Athletic Commission, July 1, 1966; and Supp., June 25, 1974

Forms

Applications for licenses: Boxer, Wrestler, Manager, Matchmaker, Promoter, Referee, Second

Application for Sanction of Individual Boxing-Wrestling Show

ATTORNEY GENERAL

The principal office of the Attorney General is in the Supreme Court Bldg., 1101 E. Broad St., Richmond, Va. 23219. The Division of War Veterans' Claims, a unit of the Attorney General's office, is at 807 E. Broad St., Richmond, Va. 23219. The Public Rights Section is at Rm. 300, State Office Bldg., Richmond, Va. 23219.

The Attorney General is authorized to license industrial alcohol plants, and to license the purchase, use, or transportation therefrom of such alcohol unless denatured pursuant to a formula prescribed by him. He may require record keeping and the filing of reports, may inspect books and premises, and may make regulations to carry out the act. Title 4, Ch. 3. The Division of War Veterans' Claims is authorized to determine eligibility of children of certain war veterans for educational benefits. Title 23, Ch. 1. The Attorney General is also authorized to establish an appropriate procedure for implementing the disclosure requirements imposed upon State officers and employees by the Conflict of Interests Act. Title 2.1, Ch. 22. He has issued a disclosure form, to be filed with him by affected by State officers and employees; it is available from the Public Rights Section.

Hearing officers for hearings of certain licensing boards are to be selected by the Director of the Department of Professional and Occupational Regulation from a list prepared by the Attorney General, and the latter is authorized to determine questions concerning disqualification of such officers. Title 54, Ch. 24.

For the purpose of investigating possible violations of the State antitrust laws, the Attorney General has the power of compulsory process and may make regulations to carry out the powers and duties specified therefor. Title 59.1, Ch. 1.1.

With the exception of the disclosure form noted above in connection with his authority under the Conflict of Interests Act, the Attorney General has issued no regulations.

(Statutes and other materials respecting the Attorney General's principal functions as chief legal officer of the Commonwealth are not within the scope of the Register and are not noted here.)

AUDIOLOGY AND SPEECH PATHOLOGY,
VIRGINIA BOARD OF EXAMINERS FOR

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license the practice of audiology and speech pathology, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 4.01. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Rules and regulations adopted May 10, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, effective Oct. 17, 1973

Forms

Application for Examination, Reexamination, or Endorsement with Another Jurisdiction: Audiologist

License Renewal Application, Audiologist

Application for Examination, Reexamination, or Endorsement with Another Jurisdiction: Speech Pathologist

License Renewal Application, Speech Pathologist

AUDITOR OF PUBLIC ACCOUNTS

The Auditor's office is in the State Office Bldg., P.O. Box 1295, Richmond, Va. 23210.

The Auditor is authorized to prescribe systems of bookkeeping and accounting for State and local officers and agencies, to prescribe forms in connection therewith, and to audit the accounts and financial records of State agencies and of local governmental agencies handling State funds. Title 2.1, Ch. 13; Title 15.1, Chs. 1, 2, 4, 5, 12, 13, 14 and 15. The Auditor from time to time issues instructions to such governmental agencies, not listed herein, governing accounting and reporting requirements.

BARBER EXAMINERS, BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license the practice and teaching of barbering, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 4.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Regulations adopted May 20, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, Sept. 1, 1968

Forms

Application for Registered Barber's Certificate by Examination

Application for Registration as Apprentice Barber

Application for Registration as a Barber Teacher

Application for Permit to Operate a Barber Shop

Application for Registration, Barber School or College

License Renewal Applications: Registered Barber; Barber Apprentice; Barber Teacher; Barber Shop; Barber School

Application for Post Graduate Course in Barbering

CERTIFIED SEED COMMISSION, STATE

The Commission is a unit of the Agricultural Extension Division of Virginia Polytechnic Institute and State University, at Blacksburg, Va. Its regulations are available at the Virginia Crop Improvement Association office, 420 Smyth Hall, VPI & SU, Blacksburg, Va. 24061.

The Commission is authorized to provide a program of certification of agricultural and vegetable seed and potato tubers, and to make regulations fixing standards and procedures for certification and labeling thereof. Title 3.1, Ch. 16, Art. 2. The Commission's regulations provide for certification to be conducted by the Virginia Crop Improvement Association, a nonprofit organization of seed growers represented on the Commission.

Regulations

Rules and Regulations Providing for the Certification of Seeds and Other Materials Used for Plant Propagation Purposes, Feb. 16, 1967

Amendments to the regulations appear in minutes of Commission meetings Feb. 13, 1969; Feb. 19 and Sept. 3, 1970; and Feb. 15, 1973

COLLECTION AGENCY BOARD, VIRGINIA

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its Director. Title 54, Ch. 17.2.

The Board is authorized to license collection agencies and their solicitors, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 17.2. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

The Board is authorized to license collection agencies and their solicitors, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 17.2. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repeal Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations and Forms

Rules and Regulations adopted July 5, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, Sept. 12, 1970

Application for Collection Agency License, with related documents including bond, affidavit for solicitor's certificates, etc.

License Renewal Applications: Collection Agency; Collection Agency Branch Office; Collection Agency, Solicitor's Certificate

COLLEGE BUILDING AUTHORITY, VIRGINIA

The Authority is authorized to provide funds for capital improvements at State educational institutions (Title 23, Ch. 3.2), and to make loans and give other financial assistance to nonprofit institutions of higher education for capital construction (id., Ch. 3.3). It has issued no regulations; inquiries should be directed to the Department of the Treasury in the State Finance Bldg., P.O. Box 6-H, Richmond, Va. 23215.

COMMERCIAL DRIVER TRAINING SCHOOLS, BOARD FOR

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department. Title 54, Ch. 7.1. The Director of the Department acts as its secretary and administrative officer.

The Board is authorized to license commercial driver training schools and instructors, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 7.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Rules and Regulations adopted June 5, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, as amended Feb. 8, 1973

Forms

Original Application for Registration of Commercial Driver Training School Instructor

Original Application for Commercial Driver Training School License; and attached certificate of insurance and State Board of Education Form No. S-9, Application for Commercial Driver Training School Approval of Driver Education Programs

License Renewal Applications: Driver Training Instructor; Driver Training School

COMPENSATION BOARD

The Board's office is in the State Finance Bldg., Richmond, Va. 23209.

The Board fixes, within limits prescribed by statute, the salaries and expense allowances of certain officers of local government performing services for the State. Title 14.1, Chs. 1 and 2. It has issued no regulations.

COMPTROLLER

Regulations are available at the Comptroller's office at 111 Finance Bldg., Capitol Square, Richmond, Va. 23215.

The Comptroller, directing the Department of Accounts, is charged with responsibility for auditing expenditures and issuing warrants for disbursement of all State funds, and for maintaining the general accounting records of the Commonwealth. He is authorized to prescribe accounts to be kept by State agencies, to prescribe forms for payment of claims and travel vouchers, to require certification or other evidence as a condition to issuance of warrants, to fix the dates for payment of State salaries, and to allow money claims against the Commonwealth. All governmental bodies receiving State funds are required to report revenues to the Comptroller. Title 2.1, Ch. 14; Title 14.1, Ch. 1. The Comptroller issues regulations, memoranda, and forms for the guidance and use of fiscal and personnel officers of public agencies and institutions respecting the handling of and accounting for State funds; these materials are not listed herein.

CONSERVATION AND ECONOMIC DEVELOPMENT,
DEPARTMENT OF
IN GENERAL

Regulations are available at the Department's principal office at 1100 State Office Bldg., 12th and Bank Sts., Richmond, Va. 23219. Regulations of constituent units are also available from the particular unit at the addresses appearing below.

The Department is authorized to license and make regulations for surface mining of coal, and related prospecting, for purposes of conservation and reclamation. It may inspect reclamation work and order its completion. Title 45.1, Ch. 17. It may license and make regulations governing surface mining of matter other than coal, and require reclamation of disturbed areas (*id.* , Ch. 16); for appeals from its actions in this respect, see the Board of Surface Mining Review below. The Department is also authorized to prescribe standards for surface mining of matter other than coal, and require reclamation of disturbed areas (*id.* , Ch. 16); for appeals from its actions in this respect, see the Board of Surface Mining Review below. The Department is also authorized to prescribe standards for classification of real property on the basis of forest use, for purposes of tax assessment. Title 58, Ch. 15.

The Department is vested with responsibility for managing, licensing, and regulating the use of State forests and forest reserves (Title 10, Chs. 1, 3 and 4.), and with administration of a program of reforestation assistance to landowners (*id.* , Ch. 4, Art. 10). Regulations under these statutes, not listed below, are also obtainable from the Department's Division of Forestry, P.O. Box 3758, Charlottesville, Va. 22903. In addition, the Department is responsible for managing, licensing, and regulating the use of State parks. Title 10, Chs. 1, 2 and 6. Regulations, not listed below, are also obtainable from the Department's Division of Parks, 1201 State Office Bldg., Richmond, Va. 23219.

Regulations

Coal Surface Mining Regulations, July 26, 1972; and amendment, Dec. 12, 1973. Also available from the Department's Division of Mined Land Reclamation, Drawer U, Big Stone Gap, Va. 24219.

Standards for Classification of Real Estate as Devoted to Forest Use under the Virginia Land Use Assessment Law, Aug. 10, 1973, in Classification, Assessment and Taxation According to Use of Real Estate Devoted to Agricultural, Horticultural, Forest and Open Space Purposes , Aug. 1973, published by the State Land Evaluation Advisory Committee and available from that Committee at P.O. Box 1163, Richmond, Va. 23209, as well as from the Commission of Outdoor Recreation, the Department of Agriculture and Commerce, the principal office the Department of Conservation and Economic

Development, and the Department's Division of Forestry, P.O. Box
3758, Charlottesville, Va. 22903

BOARD OF SURFACE MINING REVIEW

The Board of Surface Mining review, although a separate agency, is treated here because of its close relationship with the Department of Conservation and Economic Development. Its address is the same as that of the Department's principal office. The Board is authorized to hear and determine appeals from orders or regulations of the Department concerning the surface mining of matter other than coal. It has the power of compulsory process. Title 45.1, Ch. 16. The Board has issued no regulations.

CONTRACTORS, STATE REGISTRATION BOARD FOR

Regulations are available at the Board's office at 915 Ninth Street Office Bldg., Richmond, Va. 23219. They are also furnished to the clerk of each incorporated city, town, and county.

The Board is an "independent" agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license general contractors and subcontractors, and to make regulations to promote ethical practices thereof. Id., Ch. 7.

Regulations

Virginia Contractors' Registration Law and Rules and Regulations Relating to the Regulation of the Practice of Contracting in Virginia, 1972

Forms

No. RBC 4, Application for Certificate of Registration, Part I, 1970; No. RBC 2, Same, Part II (Financial Statement), 1973; and instructional letter of transmittal

No. CRF, Application for Renewal of Certificates, issued annually

CORPORATION COMMISSION, STATE

GENERAL

Matters applicable to the Commission generally appear under this heading and are not repeated under other subheadings. Otherwise, regulatory functions are noted, and regulations listed, below by subject matter or under the unit primarily responsible for their administration. (Not separately noted is the Enforcement Division, which conducts investigations and exercises other functions concerned with enforcement of some regulations listed under other units.) The listed regulations of the Commission are available from administrative divisions and elsewhere as indicated. Formal regulations issued during each calendar year are published in the Commission's annual report for that year; regulations in force as of December 31, 1970, were published in the annual report for 1970. Not listed are Commission orders, addressed to named companies or organizations, fixing, approving, or disapproving rates and charges. These orders are served on interested parties, are available from the Clerk of the Commission, and are also published in the Commission's annual reports. Authenticated copies of all Commission documents, including orders, are obtainable from the Clerk at fees prescribed by statute. The Commission's principal office, and those of its administrative divisions except as noted, are in the Blanton Bldg., P.O. Box 1197, Richmond, Va. 23209.

The Commission has statutory authority to issue regulations for the administration and enforcement of all laws within its jurisdiction, and it may impose fines for violations of any such law or of its regulations or orders. Title 12.1, Ch. 3. The Constitution gives the Commission the powers of a court of record to compel attendance of witnesses and production of documents, to punish for contempt, and to enforce compliance with its orders. Va. Const., Art. IX, § 3. The Commission may prescribe its own rules of practice and procedure not inconsistent with those made by the General Assembly. Va. Const., Art. IX, § 3; Title 12.1, Ch. 5. The regulations listed under this subheading are available from the office of the Clerk.

Regulations

Rules of Practice and Procedure, effective Sept. 1, 1974

ACCOUNTING DIVISION

Regulations listed under this subheading are transmitted to the affected utilities, and are available at the Division's office. The Commission is authorized to approve the issuance of securities by public service companies and the assumption by them of liabilities respecting certain securities of others; and it exercises supervisory control over their relations with affiliated interests. Title 56, Ch. 3

and 4. It may also approve acquisition or disposition of assets and securities of gas and electric companies. Title 56, Ch. 5. The Commission is also authorized to fix pilotage rates (Title 54, Ch. 16, Art. 6) and to fix rates and make regulations governing practices of millers (*id.* , Ch. 22). For the Commission's general authority to supervise public utilities, see under the Division of Public Utilities. Some regulations administered by both that Division and the Accounting Division are listed only under that Division.

Regulations and Forms

Information Regarding Applications, or Petitions, for Approval under the Public Utilities Securities Law of Securities Which Are Proposed to be Issued, undated

Uniform Systems of Accounts:

for Class A, B, C, and D Telephone Companies, effective Jan. 1, 1958

for Class A and B Electric Utilities, promulgated by Nat'l Ass'n of Regulatory Utility Comm'rs, as amended to June 1960, adopted by Commission effective Jan. 1, 1961

for Class C Electric Utilities, promulgated by Nat'l Ass'n of Railroad and Utilities Comm'rs, 1958, with June 1960 amendments, adopted by Commission effective Jan. 1, 1961

for Class D Electric Utilities, promulgated by Nat'l Ass'n of Railroad and Utilities Comm'rs, 1958, with June 1960 amendments, adopted by Commission effective Jan. 1, 1961

for Class A and B Water Utilities, promulgated by Nat'l Ass'n of Regulatory Utility Comm'rs, 1957, adopted by Commission effective Jan. 1, 1960

for Class C Water Utilities, promulgated by Nat'l Ass'n of Railroad and Utilities Comm'rs, 1957, adopted by Commission effective Jan. 1, 1960

for Class D Water Utilities, promulgated by Nat'l Ass'n of Regulatory Utility Comm'rs, 1957, adopted by Commission effective Jan. 1, 1960

for Class A and B Gas Utilities, 1972; for Class C and D Gas Utilities, 1973, both promulgated by Nat'l Ass'n of Regulatory Utility Comm'rs, adopted with modification by Administrative Order Dec. 27, 1973, effective Jan. 1, 1974; and Directive to gas companies, Treatment for Contributions in Aid of Construction for Gas utilities, Dec. 27, 1973

Annual Report forms:

Electric Companies [Federal Power Commission Form]

Electric Cooperatives

Natural Gas Companies [Federal Power Commission Form No. 2]

Telephone Companies [Federal Communications Commission Annual Report Form M]

Water Utilities, Classes A, B and C

Water Utilities, Class D

AERONAUTICS FUNCTIONS

Regulations are available at the office of the Division of Aeronautics at 4508 S. Laburnum Ave., P.O. Box 7716, Richmond, Va. 23231, except for items designated by an asterisk, which are available at the office of the Commerce Counsel.

The Commission is authorized to license aircraft, parachutes, airmen, airports, landing fields, drop zones, and erection of structures dangerous to aircraft. It may make regulations prescribing qualifications for licensure and otherwise to promote safe traffic by aircraft, and may order discontinuance of unlawful acts. Title 5.1 Chs. 1, 3 and 8.1. It may also license air carriers and brokers, establish carriers' routes, rates, services, and practices, inspect their premises, and require reports. Id. , Ch. 9.

The Commission is also authorized to make grants or loans from available public funds for airport construction, improvement, and maintenance. Title 5.1, Ch. 5. Forms for applications and agreements for this purpose are not listed below.

Regulations

Aviation Law of Virginia (Including Rules and Regulations), 1971

Forms

Federal Aviation Administration Form 7480-1, for registration of private airports, May 1967, with instructions for filing with Division as well as with federal agency

Application for a Permit to Operate a Temporary Landing Area or Drop Zone

Application for a License or Permit for the Establishment, Maintenance and Operation of an Airport, Landing Area or Drop Zone (permanent)

Commercial Single Aircraft License Application, rev. Nov. 1970

Commercial Fleet Aircraft License Application, rev. Nov. 1970

Noncommercial Dealer Aircraft License Application, rev. Nov. 1970
Airman License Application, rev. May 1973
Aircraft License Application, rev. June 1973
Application for Certification of Aerial Application Aircraft
Application for Registration of Aerial Applicator Pilot
Annual Aircraft Survey (public use airports)
Annual Aircraft Survey (private air strips)
State and Regional Defense Airlift (SARDA) Fleet Aircraft
registration form
No. AC-1, Application for Certificate of Public Convenience and
Necessity (Aircraft Carriers Act)*
No. AC-2, Application for Permit (Aircraft Carriers Act)*
No. AC-3, Application for Special Permit (Aircraft Carriers Act)*
No. AC-5, Endorsement Covering Liability and Property Damage
Required by the Commonwealth of Virginia*
Notice of application for certificate of public convenience and
necessity as a common carrier by aircraft*

BUREAU OF BANKING

Regulations are available at the Bureau's office.

The Commission is vested with administration of the statutes providing for supervision of banks, trust companies, and trust subsidiaries. It may issue certificates of authority to do business, vary certain statutory provisions as to the powers and duties of the regulated institutions, require reports, and make regular and special examinations. Its approval is required for mergers, establishment of branches and a variety of transactions. It may order compliance, and may require closing. Title 6.1, Ch. 2. The Commission has similar authority respecting savings and loan associations, credit unions, and industrial loan associations, and may make regulations governing savings and loan holding companies. Id., Chs. 3.1, 4, 4.1 and 5. It is authorized to license and make regulations governing the conduct of small loan businesses and their maximum rates and loan ceilings. Id.; Ch. 6. It may also license persons engaged in the business of selling money orders. Id., Ch. 12.

Regulations

Requirements for Organizing a State Bank, undated

A Statement to Directors of Banks, Sept. 1972

Requirements for Organizing a State Chartered Savings and Loan Association, undated

Regulations ... Pursuant to the Provisions of the Virginia Savings and Loan Act [including regulations issued through July 1, 1974]

A Statement to Directors of Savings and Loan Associations, Oct. 1972

Procedure for Organizing a Virginia Chartered Credit Union, undated

Administrative Order, re bonds of credit union officers, Mar. 25, 1957

Requirements for Obtaining a License to Conduct a Small Loan Business, June 14, 1973

Instruction sheet concerning the business of selling money orders, effective July 1, 1974

Forms

No. CCB-24, Statement of Financial Condition, Industrial Loan Association; and No. CCB-25, Same (publisher's statement)

No. CCB-26, Credit Union Report; and No. CCB-26a, instructions for same

No. CCB-27, Statement of Condition, Savings and Loan Association

No. CCB-28, Statement of Operations, Savings and Loan Association

No. CCB-32, Individual Report (small loan licensee)

Nos. CCB-33 and CCB-33a to CCB-33d, Report (small loan licensee, corporation)

Nos. CCB-36 and CCB-36a, Application for [small loan] License by Corporation

Nos. CCB-37 and CCB-37a to CCB-37c, Application for [small loan] License by Individual or Partnership

No. CCB-39, Application (by small loan act licensee to operate in same office with another business)

No. CCB-40, Application (by small loan licensee to sell securities)

No. CCB-41, Statement of Director (Credit Unions)

No. CCB-42, Application for a Certificate of Authority to Commence Business as a Credit Union

Nos. CCB-43 and CCB-43a to CCB-43c, Application of a Savings and Loan Association for a Certificate of Authority to Begin Business

Nos. CCB-44 and CCB-44a, Application to Acquire a Savings and Loan Association

Nos. CCB-45 and CCB-45a to CCB-45c, Application of a Bank for a Certificate of Authority to Begin Business

No. CCB-46, Financial Report (of officer or director)

No. CCB-47, Oaths of Directors

No. CCB-48, Individual Oath of Director

No. CCB-49, Financial Statement (of new director)

Nos. CCB-50 and CCB-50a, Application to Establish a Branch

No. CCB-51, Application to Change the Location of Main Office or Branch

No. CCB-52, Application to Engage in the Trust Business

Nos. CCB-53, CCB-53a, CCB-53b, Application for Approval of Merger

No. CCB-58, Surety Bond, for money order seller

Nos. CCB-59 and CCB-59a to CCB-59d, Application for a License to Engage in the Business of Selling Checks, Money Orders, etc.

Federal Reserve System Form No. F.R. 105 State, Consolidated Report of Condition, rev. Feb. 1973; and No. F.R. 105e State (publisher's copy), rev. Dec. 1971

Federal Deposit Insurance Corporation Form No. 64 (State), Consolidated Report of Condition, rev. June 1971; and No. 64p (State), (publisher's copy), rev. June 1971

Federal Deposit Insurance Corporation Form No. 78 (State), Consolidated Report of Condition—Calendar Year, rev. Dec. 1969

CLERK'S OFFICE

Regulations are available at the Clerk's office.

The Constitution vests in the Commission the chartering of domestic corporations and the licensing of foreign corporations to do business in Virginia and, except as otherwise provided by Constitution or statute, the administration of laws for the regulation of corporations. Va. Const., Art. IX, § 2. The statutes provide in detail for the issuance and amendment by the Commission of certificates of incorporation to domestic stock and non-stock corporations, cooperative associations, automobile clubs, and

professional corporations, and of certificates of authority to foreign corporations. The Commission also issues certificates permitting issuance of stock in series, reduction of capital stock, voluntary dissolution, merger, or consolidation of domestic corporations, and voluntary withdrawal of foreign corporations. In some instances it may require corporate dissolution or revoke authority of a foreign corporation. Annual reports must be made to the Commission, and it may require other filings. Title 13.1, Chs. 1, 2, 3, 3.1 and 7; Title 56, Chs. 9 and 16.

The Commission is responsible for administration of statutes imposing charter fees on domestic corporations, entrance fees on foreign corporations, annual registration fees on both, and franchise taxes on domestic corporations other than banking and security companies, insurance companies, and public utilities. Title 58, Ch. 9. Corporations doing business under factitious names must file with the Clerk of the Commission attested copies of certain certificates required to be filed with clerks of court. Title 59.1, Ch. 5. Certain "clandestine" and other organizations are required to register with the Clerk. Title 18.1, Ch. 7, Art. 11.

The Clerk's office is also designated as the agency for recordation of federal tax liens upon personal property of Virginia corporations. Title 55, Ch. 6, Art. 6.

Regulations

Methods and Costs of Incorporation in Virginia, 1972 (reprint of pertinent statutes, with notes and instructions)

Amending Articles of Incorporation, 1970 reprint of pertinent statutes, with notes, instructions, and suggested forms

Foreign Corporations: Extracts from the Constitution and Code of Virginia relating to the Qualification and Withdrawal of Foreign Corporations, 1972 (with notes and instructions)

Forms

No. SCC 1, Annual [corporate] Report

No. SCC 18, Appointment of Registered Agent and Establishment of Registered Office

No. SCC 21, Articles of Dissolution (for use by incorporators), Apr. 18, 1963

No. SCC 23, Statement of Intent to Dissolve (unanimous consent of stockholders), Oct. 15, 1965

No. SCC 24, Statement of Intent to Dissolve (two-thirds vote of stockholders), Feb. 23, 1966

No. SCC 30, Articles of Dissolution, Mar. 1, 1966

No. SCC 34, Application for a Certificate of Authority to Transact Business in Virginia, July 16, 1965

No. SCC 34A, Application for an Amended Certificate of Authority to Transact Business in Virginia, July 16, 1965

No. SCC 35, Statement of Withdrawal, Oct. 21, 1963

No. SCC 40, Articles of Dissolution of a Non-Stock Corporation, July 16, 1965

No. SCC 42, Model Form for Articles of Incorporation (stock corporation), Apr. 21, 1964

No. SCC 43, Model Form for Articles of Incorporation (non-stock corporation), Apr. 21, 1964

STATE FIRE MARSHAL

Regulations are available at the Marshal's office; model codes and standards issued by various organizations and incorporated by reference in the regulations are available there for public inspection.

The Commission has been authorized to prescribe minimum standards for protection of public buildings and places of employment from fire hazards, to make inspections and investigations, to order compliance, and to prohibit use of buildings or equipment where immediate danger exists. Title 27, Ch. 6. This authority, however, has been superseded for new construction by the uniform statewide building code provided for by Title 36, Ch. 6, which applies generally to buildings erected September 1, 1973, or later (see the separate listing for the Housing Board).

The Commission is authorized to prescribe standards of construction and building practices for industrialized building units and mobile homes sold or rented; it may authorize variances, inspect units, and order compliance. Title 36, Ch. 4. It may also prescribe minimum standards for equipment and appliances for storage, handling, transportation, and use of liquefied petroleum gas. Title 27, Ch. 7.

Regulations

Virginia Fire Safety Regulations, reprinted with amendments Dec. 1953; amendments to same, May 24, 1967

SCC order Feb. 27, 1970, in Case No. 18778, adopting certain standards of the National Fire Protection Association respecting equipment for storage, handling, transportation, and utilization of liquefied petroleum gases

Virginia Industrialized Building Unit and Mobile Home Safety Regulations, 1974 ed.

BUREAU OF INSURANCE

Regulations are available at the Bureau's office.

The Commission is vested with supervision of all companies transacting the business of insurance, and execution of all laws respecting insurance. Title 38.1, Ch. 1. It is authorized to license insurance companies, insurance agents, surplus line and nonresident brokers, insurance premium finance companies, fraternal benefit societies and their agents, underwriters' agencies, rate service organizations, and persons soliciting subscriptions for an insurance company in process of organization; and to register insurer members of insurance holding companies. *Id.*, Chs. 2, 4, 6.2, 7, 9, 13.1 and 18. It may also license plans and salesmen for group hospitalization and medical services, and dental and optometric service corporations. Title 32, Chs. 11, 11.1 and 11.2. It may license automobile clubs. Title 13.1, Ch. 3.1. It is authorized to administer statutory requirements and restrictions respecting insurance companies' corporate structure, securities, capital, reserves, and investments, and statutes prohibiting unfair trade practices. Title 38.1, Chs. 1, 2, 3, 4, 5, 6, 6.2, 9, 13.1, 16 and 17. It may approve forms for insurance policies, endorsements, and riders, and forms for premium finance agreements, and may prescribe standard forms for motor vehicle insurance. *Id.*, Chs. 8, 9 and 18. Rates and rating schedules for certain types of insurance are subject to advance approval by the Commission; for other types advance filing is required, subject to its disapproval. *Id.*, Chs. 6, 6.2 and 9. The Commission may assign risks for motor vehicle liability and workmen's compensation insurance, and fix rates for such assigned risk policies. Title 46.1, Ch. 6; Title 65.1, Ch. 8. It may also approve and supervise industry plans for distribution of risks as to certain fire and extended property insurance, or establish joint underwriting associations for compulsory distribution. Title 38.1, Ch. 19. It may fix maximum interest rates and service charges of insurance premium finance companies. *Id.*, Ch. 18. It may review the application of a rating system to an insured by an insurer or rating organization, and the cancellation of or refusal to renew a motor vehicle liability policy. *Id.*, Chs. 6, 6.2 and 8. It is also vested with supervision of the Virginia Insurance Guaranty Association, created by statute to handle claims against insolvent insurers. *Id.*, Ch. 20. For purposes of the insurance statutes the Commission may require reports, inspect records, make examinations, and order discontinuance of unlawful acts or the taking of affirmative action to achieve compliance; and its approval is required for a variety of transactions. It is further authorized to make general or special exemptions from and to suspend or vary numerous provisions in Title 38.1 of the Virginia Code.

The Commission is authorized jointly with the Industrial Commission to prescribe minimum standards of service for insurers writing workmen's compensation policies. Title 65.1, Ch. 8. Regulations under this provision are listed under the Industrial Commission.

The Commission is also responsible for assessment and

collection of annual fees and license taxes imposed on insurance companies, measured by premium income. Companies are required to file returns and declarations of estimated tax, and the Commission may order refunds or additions, and review and correct erroneous assessments. Title 38.1, Ch. 1, Art. 5; Title 58, Chs. 11 and 22.

Miscellaneous Regulations and Forms

Life Insurance Replacement Disclosure Regulation, SCC order Dec. 21, 1972, in Case No. 19182

Variable Contract Regulations, SCC order Dec. 19, 1968, in &Case No. 18623

Rules, Regulations and Forms Relating to Restrictions on the Purchase and Sale of Equity Securities of Domestic Stock Insurance Companies, as amended by SCC order Mar. 3, 1970, in Case No. 18773

Rules and Regulations Regarding Proxies, Consents and Authorizations of Domestic Stock Insurers, as amended by SCC order Mar. 3, 1970, in Case No. 18772

Rules and Regulations for the Licensing and Supervision of Insurance Premium Finance Companies, as revised by SCC order Apr. 28, 1971, in Case No. 18954

Instructions for Preparing and Filing Application for License of an Insurance Premium Finance Company, undated, and forms for license applications and ancillary documents: No. VA PF1 (individual or partnership), No. VA PF1 (a) (corporation); No. VA PF2 (individual questionnaire); No. VA PF3 (financial statement); No VA. PF4 (bond)

Rules and Regulations for the Supervision and Regulation of Credit Life Insurance and Credit Accident and Sickness Insurance, as amended by SCC order Sept. 20, 1972, in Case No. 15019

Rules Governing Advertisements of Accident and Sickness Insurance, SCC order Aug. 10, 1956

Rules Covering the Issuance of Coupon Policies in Virginia, undated, from SCC orders in Cases Nos. 9681 and 1221

Requirements for the Admission and Licensing of Insurance Companies, undated; and form, Application for License in Virginia

Letters of Instruction to insurance companies respecting Virginia fraternal benefit societies, all fraternal benefit societies licensed in Virginia, all local county mutual assessment fire insurance companies, all plans issuing contracts for future hospitalization, medical, etc. services licensed in Virginia, all issued annually.

Forms in connection with companies' license renewal: No. B.I. 51,

Application for Renewal of License in Virginia, Sept. 1961; No. B.I. 56, same for certain cooperatives, etc., Sept. 1961; form for application for renewal of license to operate plans for hospitalization, medical etc. services; No. B.I.-T1, Premium License Tax Report (fire, casualty and title insurance); No. B.I.-T2, Premium License Tax Report (life, accident and sickness insurance); Report of Income, Local County Mutual Assessment Fire Insurance Company; Report of Subscriber Income on Contracts for Future Hospitalization, Medical etc. Services; Annual Statement, rev. Oct. 1969; No. 1-ET, Declaration of Estimated License Tax, rev. June 1970

SCC order July 16, 1964, and instruction Oct. 15, 1964, respecting deposits required to be made by insurance companies

Memorandum to all licensed fire and casualty companies, re insurance on property or risks of non-licensed employees, Mar. 11, 1957

Memorandum to all licensed insurance companies, re use of powers of attorney by agents or agencies in procurement of policies, Mar. 30, 1970.

Numbered Memorandum Series

No. 64-2, re discontinuance of qualification of agents by company-conducted training course, and licensing of agents generally, May 11, 1964

No. 66-1, Legislation Affecting Transaction of Accident and Sickness Insurance, June 15, 1966

No. 69-1, re reciprocity with West Virginia for licensing accident and sickness agents, June 25, 1969

No. 70-1, re qualification requirements for variable annuity agents, July 6, 1970

No. 72-1, re educational requirements for resident agent, Apr. 28, 1972

No. 72-2, Surplus Lines Procedure (Revised), June 27, 1972

Forms and Instructions Respecting

Licensing of Individuals and Agencies

No. 101 (7009), Re: License as Insurance Agency (Partnerships and Corporations)

No. 102, Request for Permanent Licenses for New Agents (Individuals or Agencies)

No. 106 (Individual) and No. 106 (Agencies), Request for Continuation of Permanent Licenses; and Instructions for Forms 106 and 111, Feb. 15, 1973

No. 108 (5708), Request for Temporary Licenses for New Agents

No. 110, Request for Cancellation of Agent's License, Mar. 1, 1972

No. 111 (5901), Termination of Insurance Agents' Licenses

No. 113, Application for License and/or Examination as "Life Agent," rev. Oct. 10, 1972; and supplement required of applicants for credit life insurance agent's license, Feb. 1973

No. 114, Application for License as "Resident Agent," "Special Agent," or "Company Representative," July 1, 1972

No. AQ-10, Procedure to Become Licensed as a "Life Agent"

No. AQ-11, response to application for examination for life agent or variable annuity; and Life Agents' Study Material

No. AQ-12, Procedure to Become Licensed as a "Resident Agent," Apr. 27, 1972

No. AQ-13, response to application for qualification examination for resident agent; and Examination Instructions

No. AQ-21, Examination Instructions (Life Agent)

No. AQ-22, Examination Instructions (Variable Annuities)

No. AQ-23, Application for Variable Annuities Examination

No. AQ-24, Certificate of Satisfactory Completion (of studies for licensure as Resident Agent), July 1, 1972

No. CR-1 (7203), Application Card, Company Representative's License

No. LA-1, rev. 580, application for permanent life agent's license

No. NR-1 (5810), Application for License as "Nonresident Broker"; and instructions for same, July 1969 and Oct. 1971

No. NR-2 (5810), Nonresident Broker Power of Attorney

No. NR-4 (50000), index card for nonresident broker (individual)

No. NR-4-A (5609), index card for nonresident broker (corporation or partnership)

No. NR-5 (5810), Bond for Nonresident Brokers

No. RA-1 (rev. 5904), Application Card, Resident Agent's License

No. SA-1 (6210), Application Card, Special Agent's License

No. TC-1, Temporary Licensees for Enrollees in Company-Conducted Training Course (company application), May 1964

No. TC-2, Application for Approval of Training Course, July 1, 1972

Temporary License Index Card

Instructions respecting completion of company-conducted training course under temporary license, undated

DIVISION OF MOTOR CARRIER TAXATION

Regulations are available at the office of the Division.

The Commission is vested with administration of statutes imposing on motor carriers road taxes based on fuel consumed and on gross receipts. It may require reports from carriers, inspect books and records, grant credits or refunds, and review and correct erroneous assessments. Title 58, Ch. 12, Arts. 12 and 13, and Ch. 22.

Forms

No. CC-DMCT-1, Motor Fuel Road Tax Report (trucks)

No. CC-DMCT-1P, Motor Fuel Road Tax Report (passenger buses)

No. CC-DMCT-2, Gross Receipts Road Tax Report (common carriers of passengers)

No. CC-DMCT-9, Application for Refund of Motor Fuel Road Taxes under Sec. 58-629 of the Code of Virginia

PUBLIC SERVICE TAXATION DIVISION

The forms listed below are distributed to the affected utilities and carriers, and are available at the Division's office.

The Commission is charged with administration of statutes imposing State franchise or license taxes on railway, telegraph, telephone, water, gas, and electric companies. Title 58, Ch. 12, Arts. 1, 1.1, 2, 8 and 10. It is also responsible for administration of statutes imposing property taxes on rolling stock of railroads, freight car companies, and motor carriers (*id.*, Arts. 2, 5 and 11), and discretionary special revenue taxes on particular classes of public service companies and on the Virginia Pilots' Association (*id.*, Art. 15). In addition, it is designated as the State agency to assess, for purposes of local taxation, the value of real estate and tangible personal property of public service corporations subject to a State franchise or similar tax measured by gross receipts. *Id.*, Ch. 12, Art. 1, implementing Va. Const., Art. X, § 2. Companies subject to these provisions are required to report to the Commission respecting receipts, property, or other basis for assessment of State taxes as well as respecting property to be valued by the Commission for local taxation; for purposes of some taxes they must also file declarations of estimated tax if annual tax exceeds a prescribed amount. The Commission may make its own assessment of values

and receipts if a timely report is not filed. It may grant extensions of time, and may review, adjust, and correct valuations and tax assessments. Title 58, Chs. 12, 17 and 22.

Annual report forms

No. CC. 224B, Tax Report, Telegraph Companies

No. CCTD-3, Tax Report, Electric Companies, 1967

No. CCTD-4, Tax Report, Car Line Companies

No. CCTD-6, Tax Report, Telephone Companies, 1968

No. CCTD-7, Tax Report, Gas Companies, 1967

No. CCTD-8, Tax Report, Water Companies, 1968

No. CCTD-9, Report for Certificated Motor Vehicle Carriers Rolling Stock Tax, Nov. 1969

No. CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle

No. CCTD-11, Report for Special Tax on Virginia Pilots Association

No. CCTD-12-1, Report by railroad of car line company mileage

No. CCTD-13, Tax Report, Railroad Companies, 1963

No. CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, rev. Jan. 1972

Financial and operating reports for railroads: Interstate Commerce Commission State Commission Forms A (Class I Railroads) and C (Class II Railroads), and Interstate Commerce Commission Form E (Railroad Lessor)

DIVISION OF PUBLIC UTILITIES

Regulations are available at the Division's office.

The Constitution vests in the Commission the duty of regulating the rates, charges, and services of telephone, gas, and electric companies, and, except as otherwise authorized, their facilities. Va. Const., Art. IX. § 2. By statute the Commission is also vested with general supervision of telegraph companies, pipeline companies, companies furnishing water and sewerage, heat, chilled air and chilled water, electric and telephone cooperatives, and radio common carriers. Its issuance of a certificate of convenience and necessity is requisite for construction or acquisition of facilities as well as for operation by electric, gas, telephone, water, and sewerage companies and by radio common carrier. With respect to all utilities under its supervision it may approve and alter existing

and proposed rates, require provision of adequate and nondiscriminatory services, require reports, inspect records, hear complaints, and require corrective action. It may require extension of services, and interconnection of certain services. It may determine certain controversies between public service companies, and mediate controversies between such companies and their patrons and employees. Title 56, Chs. 1, 9, 10, 10.1, 15, 16 and 16.1.

Toll bridges not owned by the State are subject to rate regulation by the Commission, as public utilities. Title 33.1, Ch. 3, Art. 4. The Commission is also authorized to license dams and appurtenant works for generation of hydroelectric energy. Title 62.1, Ch. 7.

The Commission also authorized to approve the establishment of and charges made by local water, sewer, and refuse disposal authorities (Title 15.1, Ch. 28), to determine appeals from rates fixed by local sanitation commissions (Title 21, Chs. 3 and 4), and to approve the furnishing of utility service by service districts in territory for which a public utility holds a Commission certificate (Title 15.1, Ch. 34, Art. 3).

Regulations

Rules and Procedures ... in Compliance with Federal Price Commission Regulations Regarding Public Utility Rate Increases, SCC order July 6, 1972, in Case No. 19147

Memorandum to All Electric Utilities, re environmental consideration of facilities, July 14, 1972

Memorandum to All Electric Utilities, re reporting of electric power outages, July 1, 1970

Memorandum to All Electric Utilities, re underground electric distribution facilities, July 10, 1970

Memorandum to All Electric Utilities, re request meter tests and filing of conforming tariffs, Dec. 17, 1970

SCC order Apr. 15, 1970, in Case No. 18796, re promotional allowances by gas and electric utilities

SCC order Sept. 15, 1965, in Case No. 17440, re interruptible gas service to hospitals

Letter to all gas utilities, re uniform purchased gas adjustment clause, July 27, 1971

SCC order Dec. 20, 1972, in Case No. 19173, re purchased gas adjustment factor

SCC order Jan. 8, 1971, in Case No. 18151, re minimum gas safety standards and reporting procedures; and 49 C.F.R. Parts 191 and 192, incorporated by reference

Rules and Regulations Governing the Issuance of Certificates of Convenience and Necessity for Radio Common Carriers, SCC order June 26, 1970, in Case No. 18838

Application Requirements for a Certificate of Public Convenience and Necessity for Water and Sewerage Service, undated

SECURITIES DIVISION

Regulations are available at the Division's office at 1300 Travelers Bldg., Richmond, Va. 23219.

The Securities Act authorizes the Commission to license broker-dealers and agents, to register securities offered or sold, and to require filings or submission of information. Title 13.1, Ch. 5. The Take-Over-Bid Disclosure Act subjects to Commission approval certain offers to purchase securities. *Id.*, Ch. 6. The Retail Franchising Act authorizes the Commission to license franchisors of retail business. *Id.*, Ch. 8. The Commission is also designated as the agency for registration of trademarks and service marks and their assignment. Title 59.1, Chs. 6 and 7.

Retail Franchising Act Forms

Franchisor Application for Registration, with Instructions and Consent to Service of Process

Franchisor's Surety Bond

Consent to Service of Process (for franchisors not transacting business in Virginia)

Securities Act Regulations

Procedure for Registration of Broker-Dealers in Virginia, undated

Administrative Order, Broker-Dealer Registration, July 3, 1957

Administrative Order, re waiver of issuer's obligation of fair dealing, Oct. 6, 1964

Administrative Order, Standard Securities Manuals, Oct. 4, 1973

Securities Act Forms

No. S.A. 1, Application for a Broker-Dealer's License, rev. Aug. 1973

No. S.A. 2, Application for Renewal of a Broker-Dealer's License, rev. 1972

No. S.A. 3, Application for Agent's License, rev. 1972

No. S.A. 4, Registration by Notification (Original Issues), 1957

No. S.A. 5, Registration by Notification (Non-Issuer Distribution), 1957

No. S.A. 7, Registration by Qualification, 1973

No. S.A. 8, Consent to Service of Process (individual), 1958; No. S.A. 9, Same (partnership), 1957; and No. S.A. 10, Same (corporation), 1973

No. S.A. 11, Broker-Dealer's Surety Bond, 1959

No. S.A. 12, Escrow Agreement, 1971

No. S.A. 13, Impounding Agreement, 1973

No. S.D. 1, Agent's Transfer Form, 1972

No. S.D. 2, Agent's Responsibility Form (firm for which agent presently licensed), 1972; and No. S.D. 3, Same (firm for which additional agent's license required), 1973

No. S.D. 4, Application for Renewal of Agent's License, 1972

No. U-1, Uniform Application to Register Securities

Trademark and Service Mark Act Forms

Application for Registration of a Trademark

Application for the Renewal of the Registration of a Trademark

Application for Registration of a Service Mark

Application for the Renewal of the Registration of a Service Mark

SURFACE TRANSPORTATION FUNCTIONS

Regulations are available at the office of the Commerce Counsel.

The Commission is vested with general supervision of carriers by motor vehicle. It is authorized to issue certificates of public convenience and necessity to common carriers, and to license contract carriers, taxicab service outside corporate limits, and certain transportation of employees; and it may approve transfers or assignments of certificates and permits. It may also issue warrants, cards, plates, and stamps indicating exemption or identification of various categories of vehicles, including some operated by private carriers. It may approve and alter rates of common carriers and require refunds of excess charges, establish through rates and joint rates, and approve changes in schedules or services. It may inspect facilities and records, prescribe accounting systems, require reports, hear complaints, and require corrective action. The Commission is also authorized to license and make regulations governing operation of brokers of motor carrier

transportation, and to make regulations governing operation of motor vehicles under lease. Title 56, Ch. 12. It is responsible for administration of statutes providing specially for regulation of particular types of motor vehicle carriers: household goods carriers (id., Ch. 12.1), petroleum tank truck carriers (id., Ch. 12.2), sight-seeing carriers (id., Ch. 12.3), special or charter party carriers (id., Ch. 12.4), and restricted parcel carriers (id., Ch. 12.5). Its powers respecting these carriers are in general similar to those noted above respecting common carriers generally, except that it may not fix rates charged by petroleum tank truck carriers.

The Commission is also authorized to adjudicate proceedings brought by the Attorney General or the Division of Motor Vehicles for recovery of motor vehicle license fees assessed on an apportionment or allocation basis pursuant to reciprocal agreements with other jurisdictions. Title 46.1, Ch. 3, Art. 9.

The Constitution vests in the Commission the duty of regulating the rates, charges, and services of railroad companies and, except as otherwise provided, their facilities. Va. Const., Art. IX, § 2. The statutes provide in detail for the Commission's exercise of supervisory powers to insure provision of adequate, nondiscriminatory, and safe transportation by rail. It may approve and alter rates and classifications of traffic, prescribe rates for storage, demurrage, and car service, order refunds of excessive charges, approve crossings and connections, require interconnections, approve abandonment of sidetracks and stations, inspect facilities and equipment, require repairs or replacement of tracks and other structures, and require reports. It may determine certain controversies between railroad companies, or between a railroad company and a local governing body or the State Highway and Transportation Commission. Title 56, Chs. 1, 6 and 13. It may also decide certain controversies between landowners and railroads. Title 10, Ch. 4, Art. 4.

The Commission is authorized to exercise some supervisory powers over rates and practices of express companies and ship and boat companies. Title 56, Chs. 1, 6 and 11. It may issue certificates of public convenience and necessity to sight-seeing carriers by boat and special or charter party boat carriers, and fix or approve fares and schedules of the former and areas of operation of the latter. Id., Ch. 14.1. In addition, it is authorized to make regulations governing the transportation of dangerous articles by any means. Title 18.1, Ch. 2, Art. 5.

Regulations

Uniform Standards for Registration of Interstate Motor Carriers Holding Authority from the Interstate Commerce Commission, Administrative Order June 1, 1971

Rules and Regulations Governing the Operation of Motor Vehicles under Lease, effective Sept. 1, 1973

Rules and Regulations Governing the Operation of Motor Vehicles

Transporting Explosives and Other Dangerous Articles, SCC order Feb. 1, 1958, in Case No. 13500

Rules and Regulations Governing the Supervision, Control, and Operation of Common Carriers of Property by Motor Vehicle, effective Sept. 1, 1973

Rules and Regulations Governing the Supervision, Control, and Operation of Common Carriers of Passengers by Motor Vehicle, effective July 1, 1974

Rules and Regulations Governing the Supervision, Control, and Operation of Household Goods Carriers by Motor Vehicle, SCC order Jan. 1, 1950, in Case No. 9757

Rules and Regulations Governing the Supervision, Control, and Operation of Petroleum Tank Truck Carriers, SCC order Jan. 1, 1954, in Case No. 11714

Rules and Regulations Governing the Supervision, Control, and Operation of Sight-seeing Carriers by Motor Vehicle, effective July 1, 1974

Rules and Regulations Governing the Supervision, Control, and Operation of Special or Charter Party Carriers by Motor Vehicle, effective July 1, 1974

Constitutional Provisions, Statutes and Public Regulations Governing Railroads and Other Common Carriers in the State of Virginia, 1972; and 1973 Supplement. (Contains regulations governing storage, demurrage, and car service; transportation of explosives and other dangerous articles of freight; and passenger train schedules.)

Forms

No. MC-1, Application for Authority [permits and exemptions] under the Motor Vehicle Carrier Laws

No. MC-1-A, Uniform Application for Classification Plates (Virginia-Licensed For-Hire Carriers), and Application for Registration of [I.C.C.] Operating Authority

No. MC-1-B, Uniform Application for Registration and Identification of Vehicles, and Application for Registration of Operating Authority (for exempt and private carriers)

No. MC-1-C, Uniform Application for Registration and Identification of Vehicles or Driveaway Operations (ICC-Regulated Carriers of Property), and Application for Registration of Operating Authority

No. MC-2-F, Application for Classification Authority (vehicles operated by for-hire carriers of property)

No. MC-2-P, Application for Classification Authority (vehicles operated by for-hire carriers of passengers)

No. MC-4, Notice of application for certificate of public convenience and necessity as a common carrier of property or passengers

No. MC-6, Application for Brokerage License

No. MC-10(a), Cargo Certificate of Insurance, for motor carriers

No. MC-11(D), Certificate of Insurance (liability insurance coverage for motor carrier), rev. Mar. 1, 1970

No. MC-22, Notice of application for a certificate of public convenience and necessity as a household goods carrier

No. MC-32, Notice of application for certificate of public convenience and necessity as a petroleum tank truck carrier

No. MC-33, Notice of application to transfer petroleum tank truck carrier certificate

No. MC-103, Application for Identification Authority (for use in registering motor vehicles operated in private carriage or in transportation of exempt commodities in interstate commerce)

No. MC-222, Contract of Lease of Certificate of Lease (Transportation for Compensation)

No. MC-333, Contract of Lease or Certificate of Lease (Private Carrier)

No. T. & S.-10, Equipment approval form to accompany Application for Certificate of Public Convenience and Necessity

Application for Certificate of Public Convenience and Necessity (common carrier or restricted common carrier, household goods carrier, petroleum tank truck carrier, sight-seeing carrier, special or charter party carrier, restricted parcel carrier, or sight-seeing carrier by boat)

Application for the Sale or Transfer of Certificate of Public Convenience and Necessity (common carrier or restricted common carrier, household goods carrier, petroleum tank truck carrier, or restricted parcel carrier)

Notice of application for certificate of public convenience and necessity as a common carrier by boat

UNIFORM COMMERCIAL CODE DIVISION

Regulations are available at the offices of the Division and of the Clerk of the Commission.

The Commission is designated as the State agency for recordation of certain security interests in personal property and their amendments, assignment, and termination. Title 8.9, Pt. 4.

Regulations and Forms

Uniform Commercial Code, Secured Transactions: Part 4, Filing, 1966. (Contains reprint of pertinent statute, recommendations and instructions respecting filing of financing statements and office procedures, fee schedule, and form for original and subsequent financing statements. Separate prints of the form and fee schedule are also issued.)

CORRECTIONS, DEPARTMENT OF

Regulations, not listed herein, are available at the office of the Director or at the office of the constituent unit, and elsewhere as indicated below. A fee may be imposed for large numbers of copies of regulations. The Department's principal office, and those of constituent units except as noted, is at 429 S. Belvidere St., Richmond, Va. 23220.

Through its Division of Adult Services, the Department is vested with the duty of operating the State's correctional institutions for adults, including diagnostic and rehabilitative facilities; and it may prescribe standards for operation of local confinement facilities. Title 53, Chs. 1.1 to 4, 5.2 to 9. The agency has issued booklets of regulations governing the conduct of inmates and employees, and guidelines, policy statements, and interpretative letters. These are available at the office of the Director of Adult Services, and at the office of the superintendent of each State correctional institution; and the regulation booklets are also distributed to inmates and employees. Regulations for administration of local jails and lockups are available at the office of the Departmental Director of Administrative Services.

The Virginia Probation and Parole Board, a separate unit within the Department, is authorized to grant and revoke parole, to issue final discharges of parolees, and to make regulations governing the granting of parole. Title 53, Ch. 11. At the request of the Governor or on its own initiative it may also investigate and report to him concerning matters of executive clemency. *Id.*, Chs. 10 and 11. Regulations governing the granting of parole are available at the office of the Chairman of the Board, and are also distributed to the Director of the Division of Parole Services.

Through its Division of Probation and Parole Services the Department has the duty of prescribing qualifications for and directing the work of probation and parole officers, who supervise adults on probation or parole and make investigations as requested by the courts. Title 53, Ch. 11.

Through its Division of Youth Services the Department is responsible for operating training schools and other facilities for the custody and rehabilitation of delinquent minors, and it has general supervision over and may prescribe standards for local and regional juvenile detention facilities. It also has the duty of providing probation and other social services to the juvenile and domestic relations courts. Title 53, Chs. 5.1 and 18, and Title 16.1, Ch. 8. Regulations governing the conduct of the State institutions are available at the office of the Director of Youth Services at 601 Spring St., Richmond, Virginia, and at the office of the superintendent of each institution; and memoranda interpreting the regulations are also available for inspection at the office of the Assistant Director for Institutional Service.

The Department may also award compensation to inmates of adult or juvenile facilities, or their dependents, in certain cases of accidental injury or death. Title 53, Ch. 8.

All educational facilities of institutions operated by the Department comprise the Rehabilitative School Authority, which operates such facilities under the supervision of and subject to regulations made by a separate board. Title 22, Ch. 4.1.

CRIMINAL JUSTICE OFFICERS

TRAINING AND STANDARDS COMMISSION

Regulations of the Commission, not listed herein, are available at its office at 9 N. Twelfth St., Richmond, Va. 23219. The Commission has also made policy rulings, existing only in its minutes and available for public inspection at its office.

The Commission is authorized to prescribe minimum training standards for State and local law enforcement officers, courthouse security officers, and correctional officers, to prescribe minimum curriculum requirements for publicly operated training programs, and to require submission of reports and information by law enforcement agencies and officers. Title 9, Ch. 16; and Title 53, Ch. 6. It is also authorized to approve or provide police training courses for local fire marshals. Title 27, Ch. 3.

DEFERRED COMPENSATION COMMISSION

The Commission's address is c/o Virginia Supplemental Retirement System, State Finance Bldg., Richmond, Va. 23219.

The Commission is authorized to approve plans whereby State agencies and local governments may agree with employees to defer and invest all or any portion of otherwise payable compensation. Title 51, Ch. 3.2. The Commission has issued no regulations.

VIRGINIA BOARD OF DENTISTRY

Regulations are available at the Board's office at 314 State Office Bldg., 12th and Bank Sts., Richmond, Va. 23219.

The Board is an "independent" agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license and make regulations governing the practice of dentistry and dental hygiene. Title 54, Chs. 8 and 8.1.

Regulations

Rules and Regulations Governing the Practice of Dentistry and Dental Hygiene [, July 1973, republished annually]

Rules and Regulations Regarding Examination for Dental Licensure [, July 1973, republished annually]

Rules and Regulations Governing Examination and Practice of Dental Hygiene [, July 1973, republished annually]

Forms

Application for Examination to Practice Dentistry

Application for Examination to Practice Dental Hygiene

Application for Recognition as a Governmental Clinic

DEVELOPMENTAL DISABILITIES PLANNING
AND ADVISORY COUNCIL, VIRGINIA

Regulations are available in the Council's office in the Travelers Bldg., 1108 E. Main St., Richmond, Va. 23219, and also in the office of the Assistant Commissioner for Administration, Department of Mental Health and Mental Retardation, 1319 Madison Bldg., 109 Governor St., Richmond, Va. 23205.

The Council is a unit in the office of the Governor, reporting to him through the Secretary of Human Affairs. It is designated as the State agency for administration of the federal formula grant program under Public Law 91-517. Title 9, Ch. 21. Through the Council, funds are provided to public and nonprofit private agencies for the planning and operation of services and facilities for persons with developmental disabilities. The Council also provides technical assistance and funds in the areas of research and man power training. Guidelines and forms are available regarding applications for funds.

EDUCATION, STATE BOARD OF

Regulations are available in the office of the Superintendent of Public Instructions Ninth Street Office Bldg., Richmond, Va. 23216, at \$1.50 per copy.

The Board of Education is a constitutional body vested with general supervision of the public school system. The Constitution gives the Board certain powers and duties and authorizes the Legislature to add to them. Va. Const., Art. VIII, §§ 2, 4, 5 and 8. The Department of Education is under the direct supervision of the Superintendent of Public Instruction; although the latter is a constitutional officer, his duties are prescribed by statute or by the Board, for which he serves as secretary. Va. Const., Art. VIII, § 6; Title 22, Ch. 3. The statutes impose a number of regulatory functions upon the Board, and some directly upon the Superintendent.

The Board is authorized to make regulations for the proper and uniform enforcement of the school laws. Title 22, Ch. 3. It has power, subject to criteria and conditions prescribed by the General Assembly, to fix and alter the boundaries of school divisions, prescribe qualifications and duties of division superintendents and remove or discipline them (Va. Const., Art. VIII, § 5; Title 22, Ch. 4); to prescribe duties of local school boards in addition to those specified by statute (Title 22, Ch. 6); to prescribe the minimum number of pupils for public schools (*id.*, Ch. 1); and to make regulations governing administration of schools operated jointly by more than one locality (*ibid.*). It is required to prescribe standards of quality for the public schools, subject to revision by the General Assembly. Va. Const., Art. VIII, § 2; Title 22, Ch. 2. It is authorized or directed to make regulations for the management and conduct of the public schools and for admission of pupils (Title 22, Chs. 2 and 10); to approve and select textbooks and other instructional materials (Va. Const., Art. VIII, § 5; Title 22, Chs. 14 and 16); to prescribe instruction in some particular subjects (*id.*, Ch. 12); and to provide a testing program of achievement tests (*id.*, Ch. 12). It has the duty of prescribing standards for special education for handicapped children, and may approve programs of school divisions, and of State institutions having children in residence or custody, for provision of such education. *Id.*, Chs. 1 and 1.1. It is directed to see to enforcement of the laws respecting compulsory attendance, and with respect to exemptions therefrom may make regulations governing certification or determination of physical or mental incapacity of children of school age, and prescribe qualifications for private tutors giving home instruction. *Id.*, Ch. 12. It may make regulations governing record keeping by schools and school boards. *Id.*, Chs. 6 and 11. With the State budgeting and accounting officers, it may prescribe systems of accounting for school funds. *Id.*, Ch. 8. It may make regulations governing employment of teachers, and may enter into agreements with other states for reciprocal acceptance of educational personnel. *Id.*, Chs. 11 and 18.

The Board has been authorized to make regulations prescribing minimum standards for construction of school buildings, including standards for accessibility to the handicapped. Title 22, Ch. 9; Title 2.1, Ch. 9. This authority, however, is superseded in part by the uniform statewide building code provided for in Title 36, Ch. 6 (see the separate listing for the Housing Board). Title 22, Ch. 9, also requires prior approval by the Superintendent of Public Instruction of plans and specifications for public school buildings.

The Board is responsible for management and investment of the Literary Fund, and may lend money therefrom to local school boards for construction or alteration of buildings. Va. Const., Art. VIII, § 8; Title 22, Ch. 7. It is vested with responsibility for apportioning to localities State funds appropriated for general school purposes, as well as State aid for a variety of specific purposes such as textbooks, pupil transportation, special education for the handicapped, and teacher training for particular programs; and for some purposes it may award scholarships or loans to individuals. Title 22, Chs. 1, 1.1, 2, 8, 12, 13, 14 and 15. It is designated as the State agency to distribute federal funds received under the national school lunch program and the federal program for promotion of vocational education; for the latter purpose it is designated as the State Board of Vocational Education. *Id.*, Chs. 3 and 15. The appropriation acts customarily authorize the Department to exercise similar functions respecting various other State and federal funds and to make regulations for their administration.

The Board has issued a compilation of its miscellaneous regulations, and bulletins and manuals containing its regulations concerning particular subjects. Regulations issued pursuant to the authority described above are not listed below.

The Board is also authorized to provide for accreditation of elementary and secondary schools (not restricted to public schools) in accordance with standards prescribed by it. Title 22, Ch. 2. It may license private trade or technical, business, and correspondence schools and schools for the handicapped, and their agents or solicitors, and make regulations governing the management and conduct of such schools. *Id.*, Ch. 15.3. It may also approve courses offered by commercial driver training schools. Title 54, Ch. 7.1. It is authorized to prescribe rules for certification of teachers (Title 22, Ch. 11); although the statute requires certification only of public school teachers, teacher certification may be a factor in accreditation of private schools and may involve approval of teacher preparation programs offered by private colleges. The Board is also authorized to make regulations governing the construction, design, operation, equipment, and color of school buses (*id.*, Ch. 13); regulations issued pursuant to this authority apply to school buses used to transport public school children, and place responsibility for compliance upon manufacturers and dealers. Regulations issued pursuant to the authority described in this paragraph are listed below.

Regulations

Official Rules and Regulations Governing the Issuing of Certificates of Approval to Certain Proprietary Schools and the Issuing of Agent Permits, Sept. 1, 1972

Standards for Accrediting Elementary Schools in Virginia, 1969, reprinted 1971

Standards for Accrediting Secondary Schools in Virginia, effective Sept. 1970

Certification Regulations for Teachers and Qualifications for Administrative, Supervisory, and Related Instructional Positions, effective July 1968

Standards for Approval of Teacher Preparation Programs in Virginia, 1968, reprinted 1970

Regulations Governing Pupil Transportation and Minimum Standards for School Buses in Virginia, April 1969; and amendments, Feb. 1972 and Jan 1973

EDUCATION LOAN AUTHORITY VIRGINIA

The Authority is authorized to make loans to students at institutions of higher education and vocational schools, to fix interest charges and fees, and to make regulations otherwise to carry out the act. Title 23, Ch. 4.3. The Authority has issued no regulations. Its Secretary's office is at Suite 311, Professional Bldg., 501 E. Franklin St., Richmond, Va. 23219.

ELECTIONS, STATE BOARD OF

Regulations and forms, not listed herein, are available for public inspection in the Board's office at 101 Finance Bldg. South, Richmond, Va. 23219

The Board is authorized to supervise, coordinate, and make regulations governing the work of local electoral boards, and registrars, and officers of elections; to prescribe standard forms and records for registration, transfer, and identification of voters; to require purging of local registration books; and to establish and maintain a central registration roster. Title 24.1, Chs. 2 and 5. Candidacy for State or Congressional office must be registered with the Board. Id. , Ch. 7. It determines (by lot) the order of political parties on the ballot. Id. , Ch. 7. It is authorized to approve kinds or types of voting machines, to prescribe forms for applications for absentee ballots, and to make regulations governing conduct of elections in precincts where all voters do not have the same choice of candidates. Id. , Chs. 4 and 7. It tabulates and certifies results of statewide elections, and in tied elections for certain offices determines the results by lot. Id. , Chs. 6 and 7. Candidates for office, and political party committees, are required to file with the Board reports of campaign contributions and expenditures. Id. , Ch. 8.

EMERGENCY SERVICES STATE OFFICE OF

The Office normally functions under the Secretary of Transportation and Public Safety, but during a declared emergency reverts to direct operational control of the Governor. Its office is at 7700 Midlothian Turnpike, Richmond, Va. 23235.

The Office is authorized to promulgate programs for preparation against and assistance following disasters (natural, man-made, or war-caused) and for emergency management of resources; to prepare and maintain State emergency operations plans relating to such disasters; to coordinate disaster preparedness and emergency resource management plans and programs with federal, State, and local government agencies and other groups; to coordinate disaster response actions of federal and State agencies; to provide guidance and assistance to disaster-affected political subdivisions; and to coordinate pre-disaster and post-disaster assistance to include repair or replacement of public and certain private nonprofit facilities. Title 44, Ch. 3.2, expiring 30 days after the commencement of the 1975 Session of the General Assembly; id., Ch. 3.1.

The Office has issued various plans not listed herein, providing for emergency operations, disaster assistance, and resource management. These are distributed to State agencies and local governments and are available for public inspection in the agency's office; private persons may obtain reproduced copies at \$10 per plan.

EMPLOYMENT COMMISSION, VIRGINIA

Regulations are available at the Commission's principal office at 703 E. Main St., P.O. Box 1358, Richmond, Va. 23219.

The Commission adjudicates claims for unemployment compensation and collects the payroll tax imposed on employers for purposes of such compensation. It may determine whether employing units or services are subject to the act and approve election by certain non-covered employers to become subject to the act; prescribe the frequency of employer reporting and contributions; require record keeping and inspect records; issue subpoenas; make refunds, and certain adjustments in contribution rates; enter into reciprocal arrangements with other jurisdictions; and make regulations respecting payment of benefits, claims hearing and appeals procedures, and otherwise to carry out the act. Title 60.1.

Employable applicants for or recipients of public assistance are required to register with the Commission's local offices, and local welfare agencies are required to deny assistance to persons refusing without good cause to accept employment or training located or provided by the Commission. Title 63.1, Ch. 6.2.

Regulations

Rules and Regulations Affecting Unemployment Compensation, effective June 1, 1974

Unemployment Insurance Programs in Virginia (Form No. VEC-B-40), rev. July 1, 1972

Important Information for Interstate Claimants (Form No. VEC-B-62d), July 1, 1974

Appeals Forms

No. IB-101, Notice of Interstate Appeal, rev. Feb. 11, 1963

No. VEC-AE-2, Notice of Intrastate Appeal, rev. June 1, 1966

Benefit Forms

No. IB-1, Initial Interstate Claim, rev. Sept. 1972

No. IB-2, Continued Interstate Claim, rev. Sept. 1972

No. IB-10, Interstate Claim Supplement, rev. Jan. 1967

UCFE-3, Continued Claim for Benefits UCFE-UCX, rev. Nov. 13, 1972

VEC-B-2M, Claimant Address Card, rev. Sept. 1971

No. VEC-B-3, Continued Claim for Benefits, rev. Jan. 1, 1974

No. VEC-B-4M, Instructions for Completion of the Continued Claim for Benefits Form, rev. July 1971

Nos. VEC-B-10 and VEC-B-10A through VEC-B-10C, Claim for Benefits, Claim for Benefits (office copy), Notice of Claim and Request for Wage and Separation Information (employer's copy), and Employer's Report of Separation and Wage Information, rev. Aug. 1, 1973

No. VEC-B-10SF, Instructions for Completion of Claim for Benefits Form, rev. Apr. 1972

VEC-B-11, Claim Supplement, rev. Apr. 1, 1971

No. VEC-B-21, Benefit Table, rev. July 1, 1974

VEC-B-31, Statement of Partial Unemployment, rev. Dec. 17, 1971

No. VEC-34, Statement of Attached Unemployment, Dec. 15, 1971

VEC-TB-1, Training Certification, Jan. 1, 1972

Request for Physician's Certificate of Health

Tax Forms

No. RC-1 Va., Employer's Election to Cover Multi-State Workers

No. VEC-FC-8, Waiver of Employer's Experience, rev. July 1, 1969

No. VEC-FC-20, Employers Quarterly Contribution Report, rev. Oct. 1, 1971

No. VEC-FC-24, Voluntary Election to Become an Employer under the Virginia Unemployment Compensation Law, rev. May 1, 1969

No. VEC-FC-27, Report to Determine Liability, rev. Jan. 1, 1974

No. VEC-FC-45, Taxable Payroll Division for Partial Acquisitions

No. VEC-FC-47, Election of Method of Payment for Nonprofit Organizations under the Virginia Unemployment Compensation Act, Oct. 1, 1971

ENERGY OFFICE, STATE

(Established Sept. 6, 1974, pursuant to Title 44, Ch. 3.2. The Office is responsible for coordination and direction of energy-related programs in the State, may promulgate and implement energy allocation or conservation programs, and may establish contingency allocation plans for fuel oil, gasoline, and other energy resources. It is the designated State Office of Energy Allocation pursuant to Federal Energy Administration regulations, with authority to administer the State Set-Aside Program for hardship and emergency allocation requirements of wholesale purchasers and emergency allocation requirements of wholesale purchasers and end users of petroleum products. E.O. No. 16, Sept. 6, 1974.)

ENGINEERING AND BUILDINGS, DIVISION OF

The Division is a unit of the Governor's office, reporting to him through the Secretary of Administration. It has issued regulations, not listed herein, relating to the design, construction, equipment, utilization, and maintenance of State buildings and to public contracts therefor, and also relating to the management of State properties at the seat of government, including the use of Capitol Square. They are available at the Division's office in the Ninth Street Office Bldg., Richmond, Va. 23219; its manual and related forms governing the planning and execution of capital outlays are distributed to architectural and engineering firms engaging in State work, as well as to State agencies and institutions undertaking capital projects.

The Division is charged with responsibility for administration of the State's capital outlay budget. It is authorized to prescribe standards of maintenance and utilization of State buildings and for their accessibility to the handicapped, and to approve acquisition of real property by State agencies. It is also responsible for the protection and maintenance of State buildings and other property at the seat of government. Title 2.1, Ch. 9.

ENVIRONMENT, COUNCIL ON THE

Regulations are available at the Council's office at 1103 Eighth Street Office Bldg., Richmond, Va. 23219.

The Council is responsible for promotion and coordination of programs for environmental protection and improvement. It is authorized to receive applications for, and coordinate and supervise evaluation of applications made to individual environmental regulatory agencies for permits for major projects, and to ensure that any formal hearings required therefor are consolidated into one hearing. It is also directed to coordinate processing of permits where both federal and State requirements are involved. Title 10, Ch. 17. State agencies proposing to construct major facilities are required to submit to the Council reports concerning the environmental impact of the proposed construction. Id. , Ch. 1.8.

Regulations

Procedures Manual for Environmental Impact Statements in the Commonwealth of Virginia, Dec. 1973. (Relates to federally funded or licensed projects as well as State facilities.)

FUNERAL DIRECTORS AND EMBALMERS, VIRGINIA BOARD
OF

Regulations are available at the office of the Executive Secretary of the Board, 3122 W. Clay St., Richmond, Va. 23230.

The Board is an “independent” agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license individuals and establishments providing funeral and embalming services, to approve schools of mortuary science or funeral service, to supervise programs for and certify in-service trainees, and to make regulations to improve and promote standards of service and practice and otherwise to carry out the licensing act. The Board is also directed to enforce applicable regulations of the State Board of Health and of local governments. Id., Ch. 10.2.

Regulations

Rules, Regulations, and By-Laws, undated

Forms

No. EAT-9, Application...for Examination for Embalmer’s License, Mar. 1, 1958

No. FDAT-9, Application...for Examination for Funeral Director’s License, Mar. 1, 1958

No. TR-1, Application for Registration as Funeral Service Trainee, July 1, 1972

No. TR-2, Application for Approval to Give Funeral Director Training, July 1, 1972

Application for Funeral Director’s Courtesy Card

Application for Funeral Service Establishment Permit, or annual renewal of same

Application for License Renewal [application for license or annual renewal of same, for funeral director, embalmer, or funeral service]

Application for Reinstatement of License, Mar. 1, 1958

Application for Trainee Registration, or annual renewal of same

GAME AND INLAND FISHERIES, COMMISSION OF

Regulations are available at the Commission's office at 4010 W. Broad St., P.O. Box 11104, Richmond, Va. 23230. The regulations proper are also posted on bulletin boards of the circuit court of each county or city where effective. The full texts or informative summaries are also published in newspapers upon adoption: statewide regulations, in every Virginia county and city in which a newspaper is published; local regulations, in the affected or an adjacent county.

The Commission is authorized to make regulations governing the taking, possession, and sale of wild animals and birds and freshwater fish; it may prescribe seasons and limits and otherwise vary some of the statutory provisions respecting conservation of wildlife resources. Through the clerks of the circuit courts and its local agents it is authorized to license sport fishing, hunting, and some trapping; and it may license directly shooting preserves, fur farming, fur dealing, hunting dog trials, commercial trout fishing, seine hauling, trout rearing, the breeding and raising of game birds and foxes, the holding of certain predatory birds and of endangered species, the stuffing and mounting of birds and animals, game bird and animal exhibits, and a variety of special or unique activities relating to or affecting wildlife. Title 29, and Title 10, Ch. 3. Its game wardens have the powers of search and seizure and arrest. The Commission is also authorized to make safety regulations for operation and equipment of vessels on the waters of the State, to register motorboats, and to license regattas and races; and it is the State agency to which boating accidents are required to be reported. Title 62.1, Ch. 17. It may also license and make regulations governing drilling and dredging in the Back Bay area. Id., Ch. 1.

Regulations

Regulations, June 1973; various amendments effective July 1, 1974, and amendment effective Sept. 1, 1974

Policy Statements

Game bird and game animal exhibits, Nov. 2, 1973

Forms

Applications for permits to or for Breed and Raise Game Birds and Foxes; Hold Live Falcons, Hawks, and Owls; Raise Pheasants for Market; Stuff and Mount Birds and Animals; Fur Farming; Fur Dealer; Net Minnows for Sale; and Scientific Collector

Wholesale fur dealer's report

GOVERNOR

The Governor's executive orders and proclamations are available for public inspection in the office of the Secretary of the Commonwealth in the Ninth Street Office Bldg., Richmond, Va. 23219. Executive orders from 1902 to date are also on file at the State Library. Proclamations issued during each fiscal year are published in the Secretary's annual report. In a few instances, compilations of agency regulations include the text of or reference to pertinent proclamations and orders. See also below under Reciprocity Agreements.

The listing below includes all executive orders, and all proclamations having legal consequence, issued beginning January 17, 1970, whether or not currently in effect and whether or not within the coverage of the Register Act.

The chief executive power of the Commonwealth is vested in the Governor. Va. Const., Art. V, § 1. Statutes relating to his purely executive functions, such as pardons, are not noted herein; nor are various statutes authorizing the Governor to execute specific interstate compacts. Units of the Governor's office exercising functions within the scope of the Register are treated separately (see Developmental Disabilities, Emergency Services, Engineering and Buildings, Justice and Crime Prevention, Personnel, Secretary of Commonwealth, Special Programs, State Planning and Community Affairs); other units are not noted herein. Various provisions of the Virginia Code authorizing agencies of the executive branch to exercise regulatory powers subject to the Governor's approval are not noted below; they appear under the appropriate agency without reference to the Governor. It should also be observed that the general appropriation acts customarily require the Governor's prior approval for various actions by State agencies with respect to or involving public funds, property, and employees, and authorize him to make regulations concerning them, and to delegate such powers.

The Governor is authorized to appoint a "cabinet" of six Secretaries—of Administration, Commerce and Resources, Education, Finance, Human Affairs, and Transportation and Public Safety. Each is responsible for various departments and other agencies of the executive branch; the Governor may assign or reassign any agency to a particular Secretary and may delegate to each Secretary his powers respecting management of those agencies for which the Secretary is responsible. Title 2.1, Ch. 5.1; see E.O. Nos. 7-11 of Governor Godwin in the listing below.

The Governor is the chief personnel officer of the Commonwealth. Title 2.1, Ch. 10. For his authority in this connection, see the Personnel Division.

The Governor may order the making public of otherwise confidential tax information. Title 58, Ch. 2. He may enter into

reciprocal agreements with other states respecting registration, fees, and taxes on motor vehicles or their operation or related transactions (Title 46.1, Ch.1 and Ch. 3, Art. 9), and with authorities of Maryland and the District of Columbia respecting collection of any Virginia taxes (Title 58, Ch. 1). He may by proclamation require inspection of motor vehicles using the State's highways. Title 46.1, Ch. 4. He is also authorized to prescribe regulations for the purchase, use, storage, and maintenance of State-owned motor vehicles. Title 2.1, Ch. 5.

The Governor may enter into agreements with the federal government providing for assumption by Virginia of certain responsibilities respecting sources of ionizing radiation previously exercised by the federal government. Title 32, Ch. 25.1. For administration of radiation control, see Health Department. The Governor, under prescribed circumstances, may establish, activate, or continue various governmental units, both State and local: the Sweet Potato Commission (Title 3.1, Ch. 25), the Virginia Soybean Commission (id., Ch. 25.1), the Virginia Poultry Products Commission (id., Ch. 27, Art. 8), local produce market authorities (id., Ch. 9), and authorities for development of former federal military installations (Title 15.1, Ch. 31). He is also authorized to appoint notaries public and out-of-state commissioners (Title 47, Chs. 1 and 2); in this connection see the separate entry for the Secretary of the Commonwealth.

The Governor is authorized to declare legal holidays in addition to those fixed by statute (Title 2.1, Ch. 3); to regulate the size and dimensions of the State flag (Title 7.1, Ch. 4); to approve payment of money claims against the State otherwise barred for lapse of time (Title 2.1, Ch. 14); to authorize loans to produce market authorities or other governmental units for construction of wholesale produce markets (Title 3.1, Ch. 9); and to approve works of art and structures placed on or extending over State property (Title 9, Ch. 2).

The Governor's proclamation of the transition of a city to first-class status is evidence of that fact, and although such a proclamation is a ministerial act, the transition dates from the date of the proclamation. Title 15.1, Ch. 23. He may determine alleged defaults by local governments on their bonded indebtedness, and direct withholding of funds due them and the use thereof to pay their debts. Id., Ch. 5.

The Governor may authorize not to exceed five counties or cities to develop pilot programs for integration of provision of services for physical, mental, or economic well-being to individuals or families. He may make regulations prescribing guidelines for such programs; he, and the appropriate regulatory agencies, may alter the regulations of any State agency to assure the proper functioning of the programs; and he may request from federal agencies exceptions to or variances from their regulations governing use of funds for such purposes. Title 63.1, Ch. 15.

In addition, a number of statutes give the Governor regulatory powers under emergency conditions. He may, when substantial

interruption of service is threatened, take possession of and operate public utilities. Title 56, Ch. 16. He may exercise similar powers with respect to coal mining and marketing. Title 45.1, Ch. 13. He may proclaim the existence of extraordinary fire hazards in any area, thereby putting into effect statutory restrictions on hunting, fishing, and burning. Title 27, Ch. 5. He is designated as Director of Emergency Services for purposes of the statute providing for a disaster prevention and relief program. He may make regulations and issue orders having the effect of law controlling or allocating use, sale, production, and distribution of materials and services, and otherwise to carry out the act; and upon threat or occurrence of natural or manmade disasters, including resource shortages, in any part of the State he may declare the existence of a State emergency, triggering the emergency provisions of the act. Title 44, Ch. 3.2, expiring 30 days after commencement of the 1975 Session of the General Assembly. (For other provisions of this act and their implementation, see the separate entry for the Office of Emergency Services; see also the separate entry for the State Energy Office.) His proclamation of the existence of a riot or insurrection makes certain offenses subject to more severe penalties than otherwise applicable. Title 18.1, Ch.5. In time of war he may order blockouts, regulate and prohibit traffic, and issue regulations to protect life and property. Title 44, Chs. 4 and 7. In the event of nuclear, chemical, or bacteriological attack he may promulgate and enforce regulations controlling the sale, distribution, and use of food and other commodities and services. Id. , Ch. 3.1.

Executive Orders of Governor Linwood Holton [No. 1,] Jan. 19, 1970, delegating to Commissioner of Administration certain authority pertaining to personnel and budget procedures and administration

No. 2, Feb. 18, 1970, establishing Governor's Management Study, to complete study and report within 8 months unless extended

No. 3, Feb. 24, 1970, delegating to Commissioner of Administration, Director of Engineering and Buildings, Director of the Budget, and Director of Personnel certain authority respecting public contracts, funds, and employees

No. 4, March 6, 1970, establishing Governor's Council on Narcotics and Drug Abuse Control (Superseded by E.O. No. 5 next below.)

No. 5, Apr. 29, 1970, establishing Governor's Council on Narcotics and Drug Abuse Control

No. 6, May 12, 1970, effective Apr. 15, 1970, establishing State Law Enforcement Planning Council, State Law Enforcement Administration, and a Task Force on Juvenile Delinquency Prevention and Control (Superseded by Title 2.1, Ch. 7.3.) [No. 7,] undated, effective July 1, 1970, regulations governing reimbursement of travel expenses of State officials and employees (Superseded by E.O. No. 19 of June 7, 1972.)

No. 8, Sept. 16, 1970, establishing Governor's Council on the

Environment.

No. 9, Feb. 17, 1971, establishing Office of Special Programs

No. 10, Apr. 22, 1971, directing Virginia Institute of Marine Science to make a special study of Dawson Shoals Island

No. 11, Aug. 19, 1971, directing all State agencies to comply with decisions of President's Cost of Living Council

No. 12, Oct. 15, 1971, effective Jan. 1, 1972, regulations governing State-owned motor vehicles (Amended by E.O. No. 31 of Mar. 15, 1973.)

No. 13, Oct. 28, 1971, directing all tax and revenue officers to make available to designated officers of the Internal Revenue Service information respecting State and local tax returns, assessments, and working papers

No. 14, Nov. 5, 1971, declaring adherence to Southern Growth Policies Agreement (Expired upon enactment of the Agreement, see Title 2.1, Ch. 20.1.)

No. 15, Jan. 27, 1972, directing conformity of boundaries of multi-jurisdictional districts used for any purpose by State agencies with planning district boundaries

No. 16, Feb. 15, 1972, designating Department of Purchases and Supply as State agency for acquisition and distribution of surplus federal property under Federal Property and Administrative Services Act

No. 17, Feb. 15, 1972, establishing Virginia Developmental Disabilities Planning and Advisory Council

No. 18, May 5, 1972, promulgating Commonwealth of Virginia Natural Disaster Relief Plan

No. 19, June 7, 1972, effective July 1, 1972, regulations governing reimbursement of travel expenses of State officials and employees (Rescinded by E.O. No. 12 of June 29, 1974.)

No. 20, July 28, 1972, assigning executive agencies, and certain liaison responsibilities, to Governor's Secretaries

No. 21, July 28, 1972, delegating powers and duties to each of the Governor's Secretaries respecting the agencies assigned to him

No. 22, July 28, 1972, respecting provision of temporary housing sites and utilities under Natural Disaster Assistance Relief Plan (Rescinded by E.O. No. 26 of Oct. 16, 1972.)

No. 23, Sept. 7, 1972, respecting selection of local civil defense directors.

No. 24, Sept. 14, 1972, designating representatives to serve on

Project Management Board of Southeastern Virginia Pendleton Project, a pilot program for prevention of juvenile delinquency

No. 25, Sept. 20, 1972, directing disclosure of tax information to persons engaged in defense of City of Alexandria in certain pending litigation involving real estate assessments

No. 26, Oct. 16, 1972, respecting provision of temporary housing sites and utilities under Natural Disaster Relief Plan; effective until procedures incorporated in Plan

No. 27, Nov. 17, 1972, establishing Governor's Manpower Planning Council (Rescinded by E.O. No. 13 of July 8, 1974.)

No. 28, Nov. 17, 1972, directing Department of Taxation to release sales tax data to Tennessee Valley Authority

No. 29, Dec. 27, 1972, effective Jan. 1, 1973, adopting Virginia Equal Employment Opportunity Plan

No. 30, Feb. 23, 1973, directing Department of Agriculture and Commerce to take steps to reduce impact of home heating fuel oil shortage during 1973 winter and spring heating season

No. 31, Mar. 15, 1973, effective Apr. 1, 1973, amending E.O. No. 12 above, relating to State-owned motor vehicles

No. 32, July 16, 1973, directing Acting State Tax Commissioner to publish, for fiscal year 1972, anticipated revenue effect of exempting food and nonprescription drugs from sales and use tax

No. 33, July 17, 1973, directing Department of Agriculture and Commerce to take steps to minimize impact of home heating fuel oil shortage, during duration of shortage

No. 34, Oct. 16, 1973, directing disclosure of certain tax information, requested by the Commonwealth's Attorney for Albemarle County, to the Department of State Police

Executive Orders of Governor Mills E. Godwin, Jr.

No. 1, Feb. 5, 1974, effective Feb. 6, 1974, adopting Virginia Affirmative Action Plan for Equal Employment Opportunity

No. 2, Feb. 18, 1974, effective Feb. 20, 1974, restricting sales of gasoline. (Amended and readopted by E.O. No. 4 of Mar. 25, 1974.)

No. 3, Mar. 6, 1974, fixing 55 miles per hour maximum speed limit

No. 4, Mar. 25, 1974, effective Mar. 31, 1974, restricting sales of gasoline. (Suspended, see E.O. No. 5 next below.)

No. 5, Apr. 16, 1974, indefinitely suspending E.O. Nos. 2 and 4 of 1974, above.

No. 6, May 22, 1974, prescribing arrangements and conditions for

development and coordination of a State program for minority business enterprise

No. 7, May 22, 1974, delegating powers and duties to Secretary of Administration

No. 8, May 22, 1974, delegating powers and duties to Secretary of Commerce and Resources

No. 9, May 22, 1974, delegating powers and duties to Secretary of Education

No. 10, May 22, 1974, delegating powers and duties to Secretary of Human Affairs

No. 11, May 22, 1974, delegating powers and duties to Secretary of Transportation and Public Safety

No. 12, June 20, 1974, regulations governing reimbursement of travel expenses of State officials and employees; amended by unnumbered E.O. of Oct. 4, 1974

No. 13, July 8, 1974, establishing Governor's Manpower Services Council and Governor's Manpower Planning Council, and providing for establishment of Area Manpower Planning Councils and an Executive Advisory Committee

No. 14, July 3, 1974, respecting eligibility of State and local emergency services organizations to receive federal surplus property; rescinding E.O. No. 74

No. 15, Aug. 20, 1974, directing Department of State Police to establish and direct a uniform accident prevention and safety program among State agencies using State-owned vehicles; rescinding E.O. of June 6, 1956

No. 16, Sept. 6, 1974, proclaiming existence of emergency and establishing State Energy Office

No. 17, Oct. 1, 1974, amending conditional pardon of Charles N. Smith

Proclamations

July 3, 1970, requiring submission of motor vehicles to semi-annual inspection

Nov. 25, 1970, proclaiming ratification of four proposals to amend the Constitution

April 14, 1971, existence of emergency and economic hardship because of closing of Marshall Street Viaduct in City of Richmond

April 27, 1971, existence of extraordinary fire hazard throughout State. (Terminated, see proclamation May 4, 1971, next below.)

May 4, 1971, termination of extraordinary fire hazard proclamation of Apr. 27, 1971

Mar. 9, 1972, proclaiming City of Radford a city of the first class

June 23, 1972, existence of emergency in certain counties and cities, due to Hurricane Agnes

Aug. 8, 1972, confirming verbal order to Richmond banks to be closed on June 23, 1972

Sept. 28, 1972, existence of emergency in cities of Hampton, Newport News, and Virginia Beach, because of storm and flooding

Oct. 9, 1972, existence of emergency in certain cities and counties, because of storm and flooding

Nov. 29, 1972, proclaiming ratification of two amendments to the Constitution

Feb. 23, 1973, existence of emergency because of shortage of home heating oil

Apr. 2, 1973, existence of emergency in County and City of Fairfax, because of tornado

July 17, 1973, existence of emergency because of shortage of home heating oil

Reciprocity Agreements

Virginia Reciprocity Agreements, June 30, 1971, published pursuant to statutory direction by the State Corporation Commission and available at the office of its Commerce Counsel in the Blanton Building, Box 1197, Richmond, Va., 23209, contains a listing of reciprocal agreements with other states respecting registration, fees, and taxes on motor vehicles or their operation, as well as the text of multilateral and other agreements.

HAIRDRESSERS, PROFESSIONAL,
VIRGINIA STATE BOARD OF EXAMINERS OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license professional hairdressers and beauty parlors, and to approve schools of cosmetology and shops training apprentices. It may fix standards for licensure and professional conduct and make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 6.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Regulations adopted May 7, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, as amended Nov. 1, 1972

Forms

Application for certification as a registered professional hairdresser; with instructions, related documents and information

Application for Permit to Operate a Beauty Shop

License Renewal Applications: Professional Hairdresser; Beauty Salon

Application for the Accreditation of Beauty Schools and Colleges

Application for a Certificate of Authority to Teach in an Approved School of Cosmetology

HEALTH, DEPARTMENT OF

Regulations are available at the Department's principal office in the Madison Bldg., 109 Governor St., Richmond, Va. 23219. Many local health departments also have copies of Department regulations.

AMBULANCE SERVICES

The Department is authorized to license ambulances and ambulance attendants, and to make regulations fixing qualifications for attendants and standards for equipment and sanitation of ambulances. Title 32, Ch. 16.1.

Regulations

Regulations Governing Ambulance Services, 1969; and amendment effective Jan. 1, 1973

Forms

Emergency Medical Care Technician Roster
Emergency Medical Services Evaluation Data Report
Emergency Medical Services Individual Training Record
Emergency Medical Services State Survey
Emergency Medical Technician Training Program Roster
State Registry for Emergency Medical Technicians

BARBER SHOPS AND BEAUTY PARLORS

The Department is authorized to make regulations fixing standards of health and sanitation for barber shops and hairdressing establishments. Title 32, Ch. 1; Title 54, Chs. 4.1 and 6.1.

Regulations

Rules and Regulations for Barber Shops, effective Oct. 1, 1962

Regulations ... Governing Hairdressing Establishments, July 1, 1966
(Also published in regulations of Virginia State Board of Examiners of Professional Hairdressers.)

BEDDING AND UPHOLSTERY

The Department is authorized to license and make regulations governing the manufacture, renovation, and labeling of mattresses, other articles of bedding and upholstered furniture, and processes for sterilization thereof. Title 32, Ch. 7.

Suggested Forms and Instructions Therefor

Bedding and Upholstered Furniture Law, 1973. (Contains, in addition to the statute, forms for tags complying with Virginia law, with explanatory and instructional notes.)

BLOOD BANKS

The Department is authorized to license commercial blood banks and to make regulations prescribing minimum standards and reporting requirements for all blood banks. Title 32, Ch. 4.1.

Regulations and Forms

Rules and Regulations ... Governing the Licensing of Commercial Blood Banks, effective Aug. 1, 1973; and Form No. DCLS MS-2, Application for Licensure of Commercial Blood Banks, Sept. 1973

Rules and Regulations ... Governing Minimum Standards and Qualifications for Blood Banks, effective July 1, 1974

COMMUNICABLE DISEASES

The Department is authorized to list communicable and dangerous diseases and prescribe the manner and time of reporting them. Physicians and persons in charge of institutions and hotels are required to report to local health departments, or in absence thereof to the Department, the existence of communicable and dangerous diseases; venereal diseases must be reported to the Department in any event. Local health authorities are similarly required to report to the Department, and if local authorities fail to follow the Department's suggestions to prevent the disease from spreading, it may assume exclusive control. It may compel isolation of infected persons, impose quarantines, and compel vaccination. It may also decide appeals from local or institutional health officers' decisions to quarantine or isolate tubercular patients. It may make regulations to carry out these powers, and may issue emergency rules and orders to meet situations not provided for by its general regulations. Title 32, Chs. 1, 3 and 4. Upon declaring the existence of rabies in a county or city, it may require inoculation of all dogs therein, and on failure of the local governing body to adopt measures to prohibit running at large of dogs and to prevent the spread of the disease it may make regulations providing therefor. Title 29, Ch. 9.1.

Premarital tests for syphilis are prerequisite to obtaining marriage licenses; physicians are required to file with the

Department reports respecting such tests. Title 20, Ch. 1. Similarly, positive prenatal syphilis tests are required to be filed with the Department. Title 32, Ch. 4. Druggists are required to report to the Department nonprescription sales of drugs for treatment of venereal diseases. Title 32, Ch. 4.

Regulations and Forms

Rules and Regulations, Control of Communicable Diseases, undated, adopting attached report of American Public Health Association, Control of Communicable Diseases in Man, 11th ed. 1970, with undated instructional letter of transmittal to reporting physicians, nurses, and sanitarians; and various forms for reporting communicable diseases

Instructions to Physicians Furnishing Statement Required by Virginia Code Section 20-1 and 20-3 as a Prerequisite to Issuance of Marriage License, 1962; and forms for physician's reports and certificate

Questions and Answers on the Marriage Examination Law, 1973

DEAD BODIES

The Department is authorized to distribute unclaimed dead bodies among the medical colleges in the State and physicians and surgeons, and to permit importation and traffic in anatomical and pathological specimens. Title 32, Ch. 19.

DEAFNESS

The Department is directed to maintain a register of the deaf in the State; physicians are required to report to the Department the names and addresses of persons determined to be deaf. The Department is also authorized to adopt and enforce preventive measures. Title 63.1, Ch. 5.1.

DRUG ADDICTION TREATMENT

The Department is authorized to license and make regulations governing the use of methadone in treatment of drug addiction. Title 32, Ch. 1.

Regulations

Rules and Regulations ... Governing the Treatment of Drug Addicts with Methadone, effective Aug. 1, 1973

EMPLOYEE HEALTH

The Department is authorized to inspect industrial and commercial establishments for occupational diseases and for conformity with occupational health standards; to certify violations to the Department of Labor and Industry; and to recommend to the Safety and Health Codes Commission adoption of regulations to protect employee health. Title 40.1, Ch. 3.

FISH AND SHELLFISH

The Department is authorized to prescribe health standards governing the taking and marketing of fish and shellfish; it may inspect planting grounds and packinghouses, and order suspension or closing of operations and closing of polluted shellfish growing areas. Jointly with the Marine Resources Commission, it is responsible for enforcement of the statute; the agencies may make uniform regulations to carry out the statute, and their officers have the power of arrest and may seize vessels and cargo and destroy shellfish. Title 28.1, Ch. 7.

Regulations and Forms

Rules and Regulations Governing the Sanitary Control of Oysters, Clams and other Shellfish, effective Sept. 1, 1969, with insert, Designation of Standards and Specifications, undated; and Application for Certificate of Inspection, Aug. 1968

Rules and Regulations for the Sanitary Control of the Picking, Packing and Marketing of Crab Meat for Human Consumption, and Manual, Sanitation of the Picking, Packing and Marketing of Crab Meat, 1970; and Application for Certificate of Inspection, Feb. 1965

HOSPITALS, NURSING HOMES, AND RELATED INSTITUTIONS

The Department is authorized to license hospitals, nursing homes, and related institutions, to classify them, and to prescribe minimum standards for operation of each class. Title 32, Ch. 16. (For maternity hospitals, see under Maternal and Child Health.) In addition, a certificate of public need from the Department is required for construction or modification of public or private medical care facilities. Title 32, Ch. 12.1.

The Department is designated as the State agency to obtain and allocate federal aid for construction and modernization of hospitals and other medical facilities, and may prescribe minimum standards for operation of hospitals receiving federal aid. Title 32, Chs. 12 and 14. It also handles the process of certification of medical care institutions for eligibility for Medicare. Regulations respecting these federal programs are not listed below.

Regulations

Rules and Regulations Governing General and Special Hospitals, undated

Rules and Regulations for the Licensure of Convalescent and Nursing Homes in Virginia, Jan. 1, 1973

Policies and Procedures Governing the Administration of the Virginia Medical Care Facilities Certificate of Public Need Law and Section 1122 of the Social Security Act (P.L. 92-603), undated

Forms

Application for License to Conduct a Hospital or Related Institution

Application for Renewal Hospital License

Ownership of Medical and Nursing Facilities Requesting a License to Operate in Virginia

Application for License to Conduct a Nursing Home or Related Institution

Application for Renewal-License for Nursing Home or Related Institution

Application for Medical Care Facilities Certificate of Public Need

HOTELS AND OTHER LODGING FACILITIES,

RESTAURANTS, CAMPS, CAMPGROUNDS, SWIMMING POOLS

The Department is authorized to license hotels and other lodging facilities, to inspect them and post sanitary ratings and grades, to order compliance with sanitary requirements and to close them for failure to achieve compliance, and to make regulations governing sanitary conditions. Title 35, Chs. 1 and 2. It may exercise similar powers respecting restaurants; in addition, restaurants or employees are required to report to the Department infectious or communicable diseases, and the Department may order immediate exclusion of affected employees or immediate closing. *Id.*, Ch. 3. It is also authorized to inspect restaurants to determine compliance with statutory requirements respecting labeling of imitation cream. *Id.*, Ch. 3.1. The Department is authorized to license summer camps (*id.*, Ch. 4), to inspect tourist camps (*id.*, Ch. 5), and to license, inspect, and make regulations governing sanitary conditions of trailer camps (*id.*, Ch. 6). It may also license construction of swimming pools to be operated by hotels and other lodging establishments, and other public pools, and make regulations governing their sanitary design and construction. *Id.*, Ch. 2. It is also authorized to make regulations governing migrant labor camps, for public health protection purposes, and to inspect such camps. Title 32, Ch. 26.

Regulations and Forms

Transient Lodging and Hotel Sanitation in Virginia, 1965

Rules and Regulations . . . Governing Restaurants, 1973

Regulations Governing the Sanitation of Summer Camps, undated

Rules and Regulations Governing Trailer Camps, 1965

Rules and Regulations . . . Governing Campgrounds, 1973; Form No. LHS-132, Campground Application Form, Aug. 1970, and instructions; and Sanitarian's Manual, No. 71-10, Outline of Procedures to Be Followed in Administering Revised Campground Regulations, July 26, 1971

Regulations . . . Governing Tourist Establishment Swimming Pools and Other Public Pools, effective Mar. 1, 1962; Form LHS-183, Swimming Pool Operator's Weekly Report, Aug. 1960, with instructions; and postcard for reporting stage of pool construction

LAW ENFORCEMENT-RELATED MATTERS

The Department is vested with some regulatory functions related to enforcement of the criminal laws. It is authorized to prescribe forms for use in connection with blood and breath alcohol tests, to test for blood alcohol samples transmitted to it by law enforcement officers, to approve laboratories for independent blood tests made at the instance of accused persons, to license persons to administer breath tests, and to make regulations prescribing methods and equipment for breath tests. Title 18.1, Ch. 2. Physicians and others treating gunshot wounds are required to notify law enforcement authorities, and also to report to the Department via those authorities, on forms prescribed by the Department. Title 54, Ch. 12. Physicians, nurses, teachers, social workers, and probation officers are required to report to the appropriate court or law enforcement authorities knowledge of child abuse or neglect; law enforcement officers receiving such information in turn report to the court, and the court is required to transmit the reports to the Department, which maintains records thereof. Title 16.1, Ch. 8. The Department is also authorized to make regulations governing postmortem investigations and examinations by local medical examiners and to prescribe forms for their reports. Title 19.1, Ch. 3. The Department has issued instructions and forms for the medical examiners system, not listed below. The Department's Division of Consolidated Laboratory Services is authorized to provide forensic laboratory services in criminal matters, subject to regulations of Consolidated Laboratory Services Operational Board composed of representatives of various State agencies. Title 32, Ch. 2.1

Regulations and Forms

Policy and Procedures . . . for the Administration of Breath Alcohol Tests, Dec. 12, 1972; and forms, Preventative Maintenance Check List for Model 900-A Breathalyzer and Breathalyzer Operational

Check List

Form 11D, declaration of Refusal to Permit Taking of Blood or Breath Sample

Procedures for Reporting Gunshot Wounds, July 1, 1972; and Form No. VS 50, Report of Gunshot Wound

Procedures for Reporting Physical Abuse or Neglect Occurring to Persons under the Age of Sixteen, Mar. 1971; and Form No. VS 30, Report of Physical Abuse or Neglect Occurring to Persons under Age of Sixteen, May 1973

Rules and Regulations (of Consolidated Laboratory Services Operational Board) Governing the Handling of Forensic Work, Division of Consolidated Laboratory Services, Sept. 6, 1974. (Available at the Bureau of Forensic Science, Division of Consolidated Laboratory Services, 1 N. 14th St., Richmond, Va. 23219.)

MATERNAL AND CHILD HEALTH

The Department is authorized to license institutional provision of maternity care, whether in maternity hospitals or in general hospitals, and to license midwives and fix requirements for licensure. Title 32, Ch. 10. It is authorized to make regulations for the prevention of blindness from ophthalmia neonatorum (*id.*, Ch. 5) and to prescribe tests for detection and control of phenylketonuria (*id.*, Ch. 5.1). It may make regulations providing for immunization of children from certain diseases (*id.*, Ch. 4), and may prescribe the scope of physical examinations required for admission to the public schools (Title 22, Ch. 12.).

Regulations

Rules and Regulations . . . Governing the Practice of Midwifery, as amended effective July 1, 1974

The Maternity Hospital Law, Detection and Control of Phenylketonuria Law, and Prevention of Blindness from Ophthalmia Neonatorum Law and the Rules and Regulations of the State Board of Health Governing These Laws, Jan. 1973

State Board of Health Rules and Regulations Regarding the Procedure for Examination of All Newborn Infants in the State of Virginia for Phenylketonuria (same as those appearing in item immediately above); with attached Program for the Detection and Follow-up of Phenylketonuria (PKU) in Physicians' Offices and Health Departments, Jan. 1, 1969, and Phenylketonuria Program in Hospitals, undated

Regulations . . . Governing Immunization of Children Against Certain Diseases, 1972; and attached Supplementary Information Provided by the State Health Commissioner Regarding

Implementation of the Rules and Regulations of the State Board of Health Relating to Immunization of Children Against Certain Diseases, Apr. 19, 1972

Preschool Entrance Health Examination, 1973

Forms

Midwife Application Form, rev. Nov. 5, 1971

Application for Maternity Hospital License

No. MCH-213, Certificate of School Health Examination, Feb. 1973

MEDICAL AND HEALTH ASSISTANCE PROGRAMS

The Department is designated as the State agency to prepare and administer the federal Medicaid program, and to make regulations for its administration. It is authorized to make payments to or for patients in State-owned medical facilities, and to make regulations governing eligibility and amount of assistance. It may provide home and clinic health services for persons suffering from certain diseases. Title 32, Chs. 1 and 2. It is also vested with administration of programs providing medical care and hospitalization benefits for mothers and children, family planning, etc. The Department has issued regulations and forms under these various federal and State programs, not listed below.

The Department is authorized to establish a voluntary program for screening and control of sickle cell anemia and other genetically related diseases. Title 32, Ch. 5.3. It has issued regulations governing this program, not listed below.

The Department is also authorized to operate tuberculosis sanatoriums, and to pay subsidies to sanatoriums operated by local governments and charitable agencies. Title 32, Ch. 17. It has issued regulations, not listed below, governing discharge and readmission of State sanatorium patients. It is also authorized to provide for establishment of facilities for the treatment of alcoholism, and to establish standards and policies for their operation and for selection of patients for voluntary admission. Id. , Ch. 20.

MILK

The Department is authorized to license Virginia processors of Grade A pasteurized market milk, and out-of-state processors selling such milk in Virginia. It may approve labels for Grade A milk, inspect plant facilities, and make examinations of pasteurized milk products. Title 3.1, Ch. 21, Art. 3.1. For regulations under this statute, see under Bureau of Dairy Services in the separate listing for the Department of Agriculture and Commerce.

RADIATION CONTROL

The Department is authorized to license or register radioactive materials and devices or equipment utilizing such materials, to require reports and record-keeping, to inspect premises, to order the taking of immediate action to meet emergencies, to impound materials, and to make regulations, compatible with federal programs, to carry out these powers. Title 32, Ch. 25.1. For the purposes of this statute the Department is designated as the State Radiation Control Agency.

Regulations

Ionizing Radiation Rules and Regulations, 1972

Forms

No. RH-F-2, Registration for Radiation Sources Used in the Healing Arts; and Instructions for Preparation of Form RH-F-2

No. RH-F-2A, Supplement for Additional Units

No. RH-F-3, Form for Registration of Sources of Radiation Not Used in the Healing Arts

No. RH-F-4, Application for Radioactive Material Licenses; and No. RH-I-4, Instructions for Preparation of Form RH-F-4, both Jan. 1972

No. RH-F-4a, Application for Radioactive Material License, Supplement A—Human Use, Jan. 1972; and No. RH-I-4a, Instructions for Preparation of Form RH-F-4a

No. RH-F-6, Application for Source Material License, Jan. 1972

No. RH-F-8, Previous Occupational External Radiation Exposure; and No. RH-I-8, Instructions for Preparation of Form RH-F-8, both Jan. 1972

No. RH-F-9, Current Occupational External Radiation Exposures; and No. RH-I-9, Instructions for Preparation of Form RH-F-9, both Jan. 1972

No. RH-F-12, Notice to Employees: Standards for Protection Against Radiation [to be posted by employer], Jan. 1972

No. RH-F-13, Certificate—Medical Use of Radioactive Material under General License; and No. RH-I-13, Conditions and Limitations of General License C.22(h), both Jan. 1972

No. RH-F-14, Certificate—In Vitro Testing with Radioactive Material under General License; and No. RH-I-14, Conditions and Limitations of General License C.22(i), both Jan. 1972

No. RH-F-20, Quarterly Report of X-Ray Machine Transfers, Jan.

SANITATION IN PUBLIC PLACES

(See also Hotels etc.)

The Department is authorized to provide for sanitation of public vehicles and other places used by or open to the public. Title 32, Ch. 1. It may make regulations governing sanitary conditions in and about service stations, wayside parks, historic shrines, ferryboats, and terminals not subject to regulation by the State Corporation Commission. Id. , Ch. 4.

SCHOLARSHIPS

The Department is authorized to provide for the granting of scholarships for the training of nurses and dental hygienists, and to exercise some discretionary powers respecting fulfillment of commitments by recipients of certain medical and dental scholarships awarded by the State's institutions of higher education. Title 23, Ch. 4.

VITAL STATISTICS

The Department is vested with responsibility for administration of the statewide system for registration, amendment, and certification of vital statistics. Although documents pertaining to marriage, annulment, divorce, and adoption are filed with or issued by the courts, reports thereof are transmitted to the Department by the courts. The Department prescribes forms, not listed below, for such reports, as well as for marriage licenses, applications and certificates. With respect to births, deaths, and fetal deaths, and permits for burial, transit, disinterment, etc., the requisite reports and applications are ordinarily filed with and permits issued by local registrars, on forms and pursuant to procedures prescribed by the Department. Hospitals and funeral directors, however, are required to file monthly vital statistics reports with the Department, and it may act directly on applications for correction or amendment of birth or death certificates, for delayed birth registration, and for issuance of new birth certificates after adoption, legitimation, or court determination of paternity. It may also determine appeals from refusal by custodians of local records to disclose information or permit inspection. The Department is authorized to make regulations to carry out the act. Title 32, Ch. 18.1.

Regulations

Regulations Governing Vital Statistics, Jan. 1, 1969; and
amendments effective Nov. 1, 1970

Forms

- No. VS-1, Certificate of Live Birth, Oct. 1971
- No. VS-2, Certificate of Death [physician's] , Apr. 1973
- No. VS-2A, Certificate of Death (Medical Examiner's Certificate), Nov. 1972
- No. VS-5, Report of Fetal Death, Mar. 1973
- No. VS-11, [Application and] Permit for Disinterment, Transit, and Reinterment, Aug. 1972
- No. VS-12, Delayed Certificate of Birth, May 1971: and No. VS-12A, instructions, How to File a Delayed Birth Certificate in Virginia
- No. VS-12C, Request for Search of Virginia Documents, Feb. 1974
- No. VS-13, Affidavit of Birth, Aug. 1973
- No. VS-22, Declaration of Paternity, Aug. 1972
- No. VS-32, Affidavit for Correction of a Record, Mar. 1971
- No. VS-33, Hospital Monthly Vital Statistics Report, Aug. 1972
- No. VS-33A, Funeral Director's Monthly Vital Statistics Report, Aug. 1972
- No. VS-34, Application [by officials] for Confidential Verification of Birth, June 1973

WATER SUPPLIES, SEWAGE, AND SOLID WASTES

The Department is authorized to license and make regulations governing construction, modification, and operation of waterworks and water supply systems serving more than 25 individuals or more than 15 connections. It may order changes in water supply or treatment, and in emergencies may require immediate cessation of operations or correction of conditions. Title 62.1, Ch. 4. Water supply systems serving 3 or more connections are required to report to the Department. Title 15.1, Ch. 9. Under some circumstances it may prohibit local authorities from shutting off any person's water supply for nonpayment of water or disposal charges. Title 15.1, Ch. 28; Title 21, Chs. 3 and 4. In critical groundwater areas designated by the State Water Control Board, the Department is authorized jointly with that Board to prescribe standards for construction, maintenance, and abandonment of wells, and to approve artificial water storage. Title 62.1, Ch. 3.4. County school boards are required to have school drinking water tested and approved by or under the direction of the Department. Title 22, Ch. 6.

The Department is authorized to prescribe methods of disposal of sewage, and may require septic tank permits. Title 32, Ch. 1. The

Department shares with the State Water Control Board supervision over sewerage systems and sewage treatment works; ultimate responsibility for licensing construction of such works serving over 400 persons and having potential discharge into State waters is vested in the Board, but applicants must file plans and specifications with the Department for its recommendations to the Board. Title 62.1, Ch. 3.1. The Department is authorized to prescribe standards for sewage facilities at marinas, and its approval of plans is prerequisite to obtaining permits from the Marine Resources Commission for marinas or boatyards. Title 32, Ch. 4; Title 62.1, Ch. 1. It may also approve private sewers. Title 15.1, Ch. 9. The Department is authorized to regulate and prescribe the methods of disposal of garbage, refuse, and other solid wastes, and to approve plans of local governing bodies therefor. Title 32, Ch. 1. It may also approve creation of sanitary and sanitation districts and their methods of disposal of sewage and other wastes. Title 21, Chs. 3 and 4.

Regulations

Waterworks Regulations: Public Drinking Water Supply, 1974

Prohibition of Soil Pollution, undated

Rules and Regulations . . . Governing the Disposal of Sewage, July 1, 1971

Rules and Regulations . . . Governing Sanitary and Sewerage Facilities at Marinas and Other Places Where Boats are Moored, 1969

Procedure for Implementation of Marina Regulations, Mar. 1970

Guidelines for Marina Pumpout Equipment and On Shore Holding Tanks for Receiving Wastes Pumped from Boats, undated

Regulations . . . Governing Disposal of Solid Waste, effective Apr. 1, 1971

Water Supplies for Suburban and Country Homes, Drilled Well Supplies, 1973

Tentative Guidelines for the Ultimate Disposal of Sewage Sludges, June 28, 1973

Design Criteria for Extended Aeration Sewage Treatment Plants, Oct. 1971

Tentative Design Criteria for Spray Irrigation for the Disposal of Sewage Effluents Which Have Received Secondary Treatment, Mar. 1, 1967

Tentative Design Criteria for Facultative Aerated Lagoons, rev. Nov. 1, 1973

Drilled Well to be Used as a Source of Public Water Supply, Feb. 9,
1970

Forms

Application for Certificate for Sanitary and Sewerage Facilities for
Marinas and Other Places Where Boats are Moored

Application for a Permit to Operate a Solid Waste Disposal System

HEARING AID DEALERS AND FITTERS, VIRGINIA BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P.O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license the practice of fitting and selling hearing aids, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 15.2. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations and Forms

Rules and Regulations adopted May 3, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, as amended Oct. 22, 1974

Application for Examination, for Temporary Permit, or for Endorsement with Another Jurisdiction

License Renewal Applications: Hearing Aid Dealer and Fitter; Temporary Hearing Aid Dealer and Fitter

HIGHER EDUCATION FACILITIES, VIRGINIA COMMISSION ON

The Commission's office is in the Ninth Street Office Bldg., Richmond, Va. 23219.

The Commission is authorized to prepare and administer plans for participation in federal programs for financial aid for providing academic facilities and instructional equipment to public and private nonprofit institutions of higher education; to receive applications from eligible institutions; and to assign priorities on the basis of standards, criteria, and methods provided in the plans. Title 23, Ch. 1.2. The Commission has issued State plans for programs under Title VII and Title VI, Part A, of the federal Higher Education Act of 1965, as amended. The plans, not listed herein, are available on request from the Commission, as are also the applicable regulations, forms, and instructions of the U.S. Department of Health, Education, and Welfare and its Office of Education.

HIGHER EDUCATION FOR VIRGINIA, STATE COUNCIL

Regulations are available at the Council's office at 911 E. Broad St., Richmond, Va. 23219.

The Council is the coordinating agency for State-supported institutions of higher education, as well as for all post-secondary educational programs for health professions and occupations; and it may make regulations to implement its powers in that capacity. Title 23, Ch. 1.1. It is also vested with regulatory authority with respect to some matters not directly relating to, or not restricted to, State-supported institutions. It is authorized to establish regional consortia for continuing higher education, in which private as well as public educational institutions may participate, and to prescribe standards and make regulations for their operation. *Ibid.* . Out-of-state institutions offering courses in Virginia for degree credit are required to register annually with the Council in accordance with its rules, and private institutions of higher education in Virginia offering off-campus courses are similarly required to register. No educational institution may confer any college degree unless approved for such purpose by the Council. *Id.* , Ch. 1. The Council is also designated as administering agency for, and is authorized to make regulations governing, certain programs providing scholarships and loans to Virginia residents for undergraduate study. *Id.* , Chs. 4.1 and 4.4. It has issued regulations, not listed herein, respecting these assistance programs. Also not listed are policies and guidelines applicable only to publicly supported institutions, concerning such matters as new degree programs, continuing education, and accounting.

Regulations and Forms

Standards for Four-Year Colleges, Sept. 1970

Procedures for Four-Year Colleges in Applying for State Approval, Apr. 1969

Application ... for State Approval to Confer Undergraduate and Graduate Degrees, Feb. 1970

Procedures for Community and Junior Colleges in Applying for State Approval, Apr. 1969

Application ... for State Approval, Community Colleges and Junior Colleges, Sept. 1970

Standards for Specialized Institutions, Feb. 1970

Procedures for Specialized Institutions in Applying for State Approval, Feb. 1970

Application ... For State Approval, Specialized Institutions, Feb.

1970

Information Requested from Out-of-State Institutions Operating in Virginia; Form A-2a, Off-Campus Classes Taught by Term, July 1973, and accompanying instructions

HIGHWAYS AND TRANSPORTATION, DEPARTMENT OF

The Department's principal office is at 1221 E. Broad St., Richmond, Va. 23219. District offices are located in or near Bristol, Culpeper, Fredericksburg, Lynchburg, Petersburg, Salem, Staunton, and Suffolk. Its regulations are available for public inspection at all Department offices. Copies are available from the Office of Public Relations in the principal office; in the listing below, items designated by an asterisk are also available from all offices. The Department's General Rules and Regulations are distributed to the clerk of every court of record.

Regulations respecting some subjects are also available elsewhere for inspection, as indicated in the listing of particular regulations below; and locally applicable speed and other traffic regulations are indicated by highway signs and markers.

The Department is charged with the development of unified transportation system plans, including coordination of highways with public transportation facilities. Title 33.1, Ch. 1. It is authorized to establish, locate, classify, name, construct, and maintain State highways, to transfer highways into or from major classifications of the highway system, and to discontinue or abandon portions. *Ibid.* It has general authority to make regulations governing traffic on the highways and to provide a uniform system of marking and signing; and it has specific authority to fix minimum speed limits, to alter statutory maximum speed and vehicle size limits, to designate commuter lanes, slow-moving traffic lanes, and one-way roadways, to prohibit or restrict use of certain highways by trucks, bicycles, pedestrians, or animals, and to regulate parking. Title 33.1, Ch. 1; Title 46.1, Ch. 4. It may make regulations for the provision of access roads to recreational areas and historic sites. Title 33.1, Ch. 1.

The Department has general authority to make regulations governing use of State highways (Title 33.1, Ch. 1), and specific authority to make regulations or require permits respecting various particular uses of highways and adjacent areas. Its approval is required for locations of newspaper route boxes, and it may prescribe a standard paint color therefor. *Ibid.* It may make regulations governing the use of recreational waysides. *Ibid.* It may license the business of outdoor advertising and each separate display of advertising adjacent to highway rights of way, make regulations governing such advertising, and require removal of nonconforming signs. Title 33.1, Ch. 7. It may permit dams and ponds adjoining highway construction. *Id.*, Ch. 1. It may issue special permits for use of highways by vehicles exceeding statutory weight or size limits. Title 46.1, Ch. 4. It may require railroads to repair crossings. Title 56, Ch. 13. It may license and make regulations governing occupation and use of highways by public utilities, and may require relocation or removal of utility facilities. *Id.*, Chs. 10 and 15. Subject to determination by the State Corporation Commission, it may disapprove applications by public service corporations to cross highways. *Id.*, Ch. 1. Motor vehicle

common carriers and certain other motor vehicle carriers are required to obtain from the Department a statement of conformity with the laws regarding size, weight, and types of vehicles. Id., Chs. 12, 12.1, 12.2 and 12.5. Local governments must obtain the Department's consent for sale or lease of air space over streets and alleys. Title 15.1, Ch. 10.

The Department is also authorized to construct and operate bridge, tunnel, and turnpike projects, to fix tolls and make regulations for the use thereof, and to license construction and operation of competing projects. It may operate ferries, and it may license construction or maintenance of any toll bridges. Title 33.1, Ch. 3.

The Department is designated as the State agency to accept and administer federal aid for highways, and is authorized to allocate available federal and State funds to local governments for highways, mass transit-related highway facilities, and transportation planning. Signs, signals, and other markings on local highways receiving aid through the Department are subject to its approval. Title 33.1, Ch. 1. To aid it in apportioning expenditures, the Department may require local transit systems to file financial and statistical data. Ibid. The Department may also provide relocation assistance to persons displaced by its highway construction. Ibid.

The Department is authorized to determine claims for damage to personal property arising from construction or maintenance of the State highway system, and claims arising out of contracts for highway construction. Title 33.1, Chs. 1 and 8.

Regulations

General Rules and Regulations of the State Highway and Transportation Commission of Virginia, effective Nov. 1, 1974*

Hauling Permit Manual, effective Nov. 1, 1974*

Manual on Permits (including application forms), loose-leaf, Jan. 1958, with amendments inserted

Minimum Standards of Entrances to State Highways, 1972

Rules and Regulations ... for the Administration of Parking Lots and Environs, effective Nov. 1, 1974*

Rules and Regulations ... for the Administration of Waysides and Rest Areas, effective Nov. 1, 1974; posted at all areas subject to the regulations*

Laws of Virginia Relating to Outdoor Advertising, 1971. (Contains regulations, instructions, and excerpts from Commission resolutions.)

HISTORIC LANDMARKS COMMISSION, VIRGINIA

The Commission's office is at 221 Governor St., Richmond, Va. 23219.

The Commission is authorized to Survey, record, designate, and certify historic landmarks, and to establish standards for their maintenance; to identify and establish historical districts; and to oversee the expenditure of public funds allocated to local and private agencies for purposes of historic preservation. Title 10, Ch. 11. The agency has issued no regulations. Buildings and sites designated by the Commission as historic landmarks are listed in the Virginia Landmarks Register (1970), published by and available from the Commission; information as to late designations is available on request from the Commission, which also periodically publishes a newsletter, Notes on Virginia , listing new official landmarks.

HOUSING, STATE BOARD OF

Regulations are available at the Office of Housing, 1033 James Madison Bldg., Richmond, Va. 23219, at the prices indicated below plus 4% sales tax on nongovernmental purchases. They are also available for inspection at the offices of local building officials.

The Board is authorized to promulgate a uniform statewide building code, to be enforced by local building departments; the State Building Code Technical Review Board is authorized to interpret the code and to hear appeals from decisions arising in its application. Title 36, Ch. 6. The Board is also authorized to implement regulatory legislation relating to housing, to coordinate housing programs of the State, and to receive and administer for such programs funds available from federal and other sources. Title 36, Ch. 7.

Regulations

Virginia Uniform Statewide Building Code, 1974 Accumulative Supp.; and various amendments effective Sept. 1, 1974 (adopting, with amendments, the following codes promulgated and published by the indicated organizations). No charge.

BOCA [Building Officials & Code Administrators International, Inc.] , Basic Building Code, 1970, \$10.60 list, \$7.70 governmental. Accumulative Supp. 1973, \$3.50 list, \$2.75 governmental, plus \$0.11 postage

BOCA, One and Two Family Dwelling Code, 1971, \$7.00 list, \$5.00 governmental. Accumulative Supp. 1973, \$2.00

BOCA, Basic Mechanical Code, 1971, \$8.00 list, \$5.40 governmental. Accumulative Supp. 1973, \$3.50 list, \$2.75 governmental, plus \$0.11 postage

BOCA, Basic Plumbing Code, 1970, \$8.00 list, \$5.40 governmental. Accumulative supp. 1973, \$3.50 list, \$2.75 governmental, plus \$0.11 postage

National Fire Protection Ass'n, National Electrical Code, 1971, \$3.56 list, \$2.61 governmental

National Fire Protection Ass'n, Electrical Code for One- and Two-Family Dwellings, 1972 (an abridgment of preceding item), \$2.01 list, \$1.51 governmental

HOUSING DEVELOPMENT AUTHORITY, VIRGINIA

Regulations are available at the Authority's office in the Imperial Bldg., Fifth and Franklin Sts., Richmond, Va. 23219.

The Authority is authorized to make loans to public and private developers and mortgage lenders for construction or rehabilitation of housing for persons of low or moderate income, and loans to individual purchasers. It may also accept and utilize federal funds, and provide mortgage insurance. It may prescribe standards for tenant selection in housing projects, fix rents and charges, supervise operation and maintenance of developments, require necessary repairs, and make regulations otherwise to carry out the enabling act. Title 36, Ch. 1.2. The Authority has issued regulations, a description of its structure and programs, processing procedures, instructions and guidelines, official statements respecting the sale of notes and bonds, and forms including various closing documents, agreements, commitments and processing documents. These materials are not listed herein.

INDUSTRIAL BUILDING AUTHORITY, VIRGINIA

The statute empowering the Authority to guarantee loans for industrial projects (Title 2.1, Ch. 7.1) was held unconstitutional in Button v. Day , 208 Va. 494, 158 S.E. 2d 735 (1968). Following adoption of the 1971 Constitution, which contains a provision specifically permitting such loan guarantees (Va. Const., Art. X, § 10), the General Assembly directed a study commission to review and report as to the need and scope of enabling legislation. S.J. Res. 69, 1972 Sess.; S.J. Res. 5, 1974 Sess.

The Authority has no currently operative regulations.

INDUSTRIAL COMMISSION OF VIRGINIA

Regulations are available at the Commission's offices in the Blanton Bldg., Governor and Bank Sts., Richmond, Va. 23214. Fee for authentic copies: 30 cents per page.

The Commission is authorized to adjudicate claims by workmen and their dependents for awards for disability or death arising from occupational diseases or injuries. Employers subject to the Workmen's Compensation Act are required to carry approved liability insurance or to obtain from the Commission self-insurance certificates, evidencing financial responsibility; the insurance companies, although primarily regulated by the State Corporation Commission, are required to file notices and reports with the Industrial Commission, as are employers. The Commission is directed to collect from insurers and self-insured employers the tax imposed to finance administration of the act. It is authorized to make regulations to carry out the act and to fix standards for determining whether death or disability is due to pneumoconiosis or any chronic occupational lung disease; and, jointly with the State Corporation Commission, to prescribe minimum standards of service for insurers. It may fine employers or insurers for violations. Title 65.1.

Regulations

Virginia Workmen's Compensation Act, with . . . Rules of the Industrial Commission, 1972

Regulations for Administering Compensation Benefits for Death and Total Disability Due to Coal Workers Pneumoconiosis, undated

Regulation governing insurance carriers and self-insurers, issued jointly with State Corporation Commission, effective July 1, 1971

JUSTICE AND CRIME PREVENTION, DIVISION OF

The Division is a unit of the office of the Governor, reporting to him through the Secretary of Administration and operating subject to policy determination and general supervision by the Council on Criminal Justice. The Division is designated as the State agency for planning and coordinating implementation of certain federal programs for improving law enforcement and the administration of criminal justice and for delinquency prevention and control. It is authorized to adopt and administer regulations for implementing these programs and for allocation to and expenditure by State and local agencies of funds made available for such purposes. Title 2.1, Ch. 7.3. The policy statements issued by the Council respecting allocation and administration of grants have been compiled by the Division in a loose-leaf manual, which is distributed to State and local units of government having responsibility for law enforcement and the administration of criminal justice. It is also available for public inspection in the Division's office at Parham Park, 8501 Mayland Drive, Richmond, Va. 23229, and in the offices of planning district commissions.

LABOR AND INDUSTRY, DEPARTMENT OF

Regulations, including those of the Apprenticeship Council and the Safety and Health Codes Commission, are available at the Department's office in the Ninth Street Office Bldg., P.O. Box 1814, Richmond, Va. 23219.

IN GENERAL

The Department is charged with responsibility for administration of the statutes respecting labor, industry, and labor relations, and is authorized to make regulations to carry out those statutes. Title 40.1, Ch. 1. Under the laws respecting employee health and safety generally, it may grant variances from standards fixed by the Safety and Health Codes Commission, and may order employers to abate violations; for these purposes it may inspect establishments, require record keeping and the submission of information, and investigate complaints; and employers are required to report to it fatalities and certain other accidents. *Id.* , Chs. 1 and 3. It is also directed to establish a safety and health program for public employees, and to issue procedural rules as necessary to comply with the federal Occupational Safety and Health Act of 1970. *Id.* , Ch. 1. It is authorized to license manufacturers, handlers, sellers, and users of explosives. *Id.* , Ch. 3. It has authority to inspect and license boilers and pressure vessels, and to order immediate compliance with pertinent Safety and Health Codes Commission standards, or cessation of operation. *Id.* , Ch. 3.1.

The Department is authorized to license and make regulations governing the operation of employment agencies, and may prescribe forms for contracts between such agencies and persons seeking employment. Title 40.1, Ch. 2. For purposes of the laws respecting kickbacks and unlawful withholding of wages, certain nonresident employers are required to register with the Department. *Id.* , Ch. 3. It is also authorized to prescribe a multiple of the federal minimum hourly wage, for purposes of establishing the maximum part of employees' earnings to be subject to garnishment. Title 34, Ch. 4.

The Department is designated as the State agency for conciliation and mediation of labor disputes affecting public utilities, and such utilities and their employees or collective bargaining agents are required to notify the Department in advance of work stoppages or of proposed modification or termination of collective bargaining contracts. Labor unions are required to register with the Department. Title 40.1, Ch. 4.

The Department has general responsibility for enforcing the child labor laws. It is authorized to make regulations to carry out these laws; to prescribe forms for employment certificates required to be obtained by employers for each minor employee (and issued

by local officers designated by division superintendents of schools); and to license employment of child performers by theaters and employment for solicitation of subscriptions, other than to newspapers. Title 40.1, Ch. 5. Forms for permits and certificates to be issued by local officials are not listed below.

The Department is also authorized to prescribe health and safety standards for mining of coal and other substances, including transportation of mining equipment and storage or disposal of materials extracted or disturbed, and to make regulations to carry out the mine safety laws. Title 45.1, Ch. 11, and Title 40.1, Ch. 1. It may license the operation of commercial mines, approve special safety rules adopted by operators, inspect mines, investigate accidents and fires, and close mines pending compliance. Title 45.1, Ch. 1. Mine operators are required to make various filings with the Department. *Ibid.* The Department is also authorized to approve methods and devices, set standards, and impose or modify requirements as to various particular aspects of mine safety. Title 45.1, Chs. 2-9. It may approve construction of water and silt retaining dams and refuse piles of coal mines. *Id.*, Ch. 18. The mine safety statutes are made applicable to quarries (*id.*, Ch. 1), and to surface mining of coal (*id.*, Ch. 17) and matter other than coal (*id.*, Ch. 16); and the Department may make health and safety regulations for those operations.

With respect to oil and gas, the Department is responsible for administration of statutory provisions directed to prevention of waste in exploration and production, protection of rights of adjacent owners, and safety. Drillers, owners, and operators are required to register with the Department, and it is authorized to license drilling and to approve locations of wells, mining operations in the vicinity of wells, and various other operations, materials, and devices. It may inspect premises and require reports, and may order the taking of action to prevent waste. It may make regulations to carry out the act, and prescribe special safety precautions for operators drilling wells penetrating mines. Title 45.1, Ch. 12.

Regulations

General Order No. 1: General Rules and Regulations covering exploration for and production and transportation of oil and gas, etc., Sept. 1961

Regulations re Amount Subject to Garnishment Depending Upon Frequency of Pay Period, effective May 1, 1974

Forms respecting explosives

No. CAPS-123, Application for Permit to Store Explosive Caps

No. EXP-123, Application for Permit to Store Explosives

No. MAN-456, Application for Permit to Manufacture Explosives

No. SEL-789, Application for Permit to Sell Explosives

No. SP-456, Application for Special Use Permit

No. SUP-71, Application for Small User's Permit

No. SUS-70, Small User's Sales

Forms respecting labor relations

Labor Organization Registration

Federal Mediation and Conciliation Service Form No. F-7, Notice to Mediation Agencies [of labor disputes] , reproduced in 29 C.F.R. Pt. 1402 and available from national, regional, and field offices of that Service; not available from the Department

Forms respecting child labor

Intention to Employ

Physician's Certificate of Physical Fitness

Permission [of parent or guardian] for Employment

Theatrical Permit Application

Newspaper Carrier Certificate (for issuance by newspaper)

Application for Permit to Operate an Agency Engaged in the Solicitation, Sale, etc., for Books, Magazines etc.

Work-Training Apprentice Application

Work-Training Student Learner Agreement

Forms respecting boilers and pressure vessels

No. BPV-1, Inspector's Experience Record

No. BPV-3, Application for Reciprocal Certificate of Competency and Identification Work Card

Certificate of Inspection

Invoice

Miscellaneous forms

Application for License to Operate an Employment Agency

No. REG-2, Application Form for Registration of Certain Nonresident Contractors and Subcontractors

APPRENTICESHIP COUNCIL

The Apprenticeship Council, although an independent board, is

here treated under the Department of Labor and Industry because of its close relationship with that Department. The Council is authorized to prescribe standards for apprenticeship agreements, and to approve, terminate, or cancel such agreements; this authority is effective only as to persons voluntarily electing to be bound thereby. Title 40.1, Ch. 6.

Regulations

Standards of Apprenticeship, undated

SAFETY AND HEALTH CODES COMMISSION

The Safety and Health Codes Commission, although an independent board, is treated here because of its close relationship with the Department of Labor and Industry. The Commission is authorized to make regulations fixing standards for protection of the health and safety of employees, and for safety protection of the general public in activities such as construction and demolition work and the handling of explosives; it may grant variances from the regulations, and it is directed to hear and determine appeals from Department orders granting or denying variances or requiring abatement of violations. Title 40.1, Chs. 1 and 3. It has similar authority, for the purpose of protecting life and property, respecting construction, installation, maintenance, and operation of boilers and pressure vessels. Operators may inspect their own vessels if approved by the Commission as owner-user inspection agencies. *Id.*, Ch. 3.1. The provisions of Title 40.1 and regulations promulgated thereunder do not apply to the State or local governmental bodies except as coverage is extended thereto by regulations of the Commission or of the Department. *Id.*, Ch. 1. The Commission has issued regulations, not listed below, extending to public employees the coverage of occupational safety and health laws and standards.

Regulations

Rules and Regulations Governing the Guarding of Floor and Wall Openings, Working and Walking Surfaces and Means of Egress, 1972

Rules and Regulations Governing the Safety and Health of Employees Engaged in Construction, 1966: Revision 4, [1974]

Rules and Regulations Governing Mechanical Power Transmission Apparatus, 1969: Revision 1, 1973

Rules and Regulations Governing the Guarding of Woodworking and Cooperage Machinery, 1972

Rules and Regulations Governing Sawmill Operations, 1972

Rules and Regulations Governing Logging Operations, 1972

Rules and Regulations Governing the Use of Bakery Equipment, 1972

Rules and Regulations Governing the Use of Personal Protective Equipment, 1971

Rules and Regulations Governing the Guarding of Power Presses and Forging Machines, 1969: Revision 1, 1973

Rules and Regulations Governing the Use and Care of Abrasive Wheels, 1967: Revision 1, 1973

Rules and Regulations Governing Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms, 1972

Rules and Regulations Governing the Guarding of Laundry Machinery and Operations, 1972

Rules and Regulations Governing Sanitation in Places of Employment, 1971

Rules and Regulations Governing Manufacture, Storage, Handling, Use and Sale of Explosives, as amended effective May 1, 1971

Boiler and Pressure Vessel Rules and Regulations, 1974

LIBRARIANS, STATE BOARD FOR THE CERTIFICATION OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license professional librarians; with some exceptions, licensure is requisite for employment of professional librarians in publicly supported libraries. The Board may prescribe standards for licensure and professional conduct, and make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 11.

Regulations

Rules, July 28, 1952

LIBRARY BOARD, STATE

Regulations are available at the office of the State Librarian in the State Library Bldg., Richmond, Va. 23219.

The Board is authorized to supervise administration of the State Library, which is the library agency of the State, the reference library at the seat of government, and the archival agency of the Commonwealth; and to make regulations for its government and use. Title 42.1, Ch. 1. It is also authorized to prescribe standards of eligibility of local and regional public library systems to receive State aid, and to allocate to such systems available State and federal funds. Id., Ch. 3. The Board has issued regulations, not listed herein, governing qualifications and procedures for obtaining such aid.

MARINE RESOURCES COMMISSION

Regulations are available at the Commission's office at 2401 West Ave., P. O. Box 756, Newport News, Va. 23607. Copies are also filed with the clerks of the courts of record in the Tidewater counties.

The Commission has jurisdiction over commercial fishing, and all marine fish, shellfish, and organisms, below the fall line on the tidal waters of the Commonwealth. Title 28.1, Ch. 1. It is authorized to license the taking of various types of fish and shellfish for different purposes and by different methods or devices, and to license exportation of oysters, purchasers of shellfish, and the conversion of oyster shells into lime. It may assign and lease oyster and clam planting grounds. It may designate certain public grounds, close and open areas, fix or alter open seasons, restrict methods of taking, fix minimum size and maximum quantity of catch, and make other regulations for purposes of conservation and promotion of the seafood industry. It may inspect records and vessels and other conveyances; and its inspectors have the power of arrest and may seize vessels and cargo. Title 28.1, Chs. 1, 2, 4, 5, 6 and 8. Jointly with the Department of Health, it is responsible for enforcement of statutes providing for control of sanitary conditions in packinghouses and planting grounds (under which that Department prescribes standards). The agencies may make uniform regulations for this purpose, and the Commission may license and make emergency regulations governing removal of shellfish from condemned areas. Id., Ch. 7. It may also license the importation, for placing into State waters, of fish and shellfish of species or from states or waters not on its approved lists. Ibid.

The Commission is authorized to issue permits for the use of State-owned subaqueous beds, and to establish bulkhead lines and private pier lines on or over waters subject to the State's jurisdiction. Title 62.1, Ch. 1. It is also authorized to prescribe guidelines for the use of different types of wetlands, and to make regulations to carry out the statute providing for their conservation. It may review decisions of local wetlands boards with respect to permits for the use or development of wetlands. It may issue permits for such use as to wetlands owned by the State, and as to other lands in localities that have not adopted the statutorily authorized wetlands zoning ordinance. Id., Ch. 2.1. It may require removal or repair of abandoned or hazardous structures or boats in or upon State waters. Id., Ch. 20.

The Commission is also charged with the responsibility of establishing and maintaining a radio navigation system for the lower Chesapeake Bay and its tributaries, and may fix fees and charges for users other than agencies of the State. Title 28.1, Ch. 3.1.

The Commission's regulations are listed below, except those local regulations of a temporary nature.

Regulations

Numbered Regulations

Regulation I, Pertaining to Taking of Fish [Broad and Linkhorn Bays], May 25, 1954

Regulation IV, Pertaining to the Licensing of Fixed Fishing Devices, as amended Nov. 27, 1973

Regulation V, Pertaining to the Licensing of Crab Traps and Pounds, Nov. 24, 1964

Regulation VII, Pertaining to Crab Catch Limits, Nov. 23, 1965

Regulation VIII, Pertaining to the Taking or Catching of Oysters [on Saturday] , Sept. 27, 1966

Regulation IX, Pertaining to Display of License to Take of Catch Finfish or Crabs, July 1, 1968

Regulation X, [taking or catching clams] , May 28, 1968

Regulation XI, Pertaining to the Setting of Fishing Devices Proximate to Chesapeake Bay Bridge-Tunnel, Oct. 15, 1971

Regulation XII, Pertaining to Dredging for Crabs [prohibited area] , Nov. 23, 1971

Regulation XIII, Pertaining to the Taking of Clams on Seaside of Eastern Shore, June 27, 1972

Regulation XIV, Pertaining to Lobsters, Dec. 19, 1972

Regulation XV, Concerning the Requirement for Public Notice on All Applications to Encroach on Subaqueous Lands of the Commonwealth, Sept. 25, 1973

Numbered Rules of General Applicability

No. 64-1, prohibiting taking oysters and clams in restricted areas on Saturdays, Apr. 28, 1964

No. 67-2, re transporting clams from condemned areas, May 23, 1967

No. 67-4, re minimum size for leased oyster ground markers, Aug. 28, 1967

Numbered Local Rules re Oysters

No. 63-1, (York River), Nov. 26, 1963

No. 66-1, (Nansemond River), Jan. 25, 1966

No. 67-1, (Warwick River mouth), Feb. 21, 1967

No. 67-3, (James River), July 25, 1967
No. 67-5, (Pocomoke Sound), Aug. 28, 1967
No. 69-1, (James River), Apr. 14, 1969
No. 69-2, (James River), Apr. 22, 1969
No. 71-1, (York River), Oct. 27, 1971
No. 72-1, (James, Pagan, and Warwick Rivers), June 8, 1972
No. 72-4, (James River), Sept. 26, 1972
No. 73-1, (James River), Mar. 27, 1973
No. 73-2, (East River), Sept. 26, 1973
No. 73-4, (Nomini, Buckners, and Lower Machodoc Creeks), Nov. 27, 1973
No. 74-5, (Hampton Rhoads and Willoughby Split), Mar. 27, 1974 [relates also to clams]

Numbered Local Rules re Clams

No. 72-2, (James River), July 5, 1972
No. 74-5, see above

Miscellaneous

Memorandum to Persons Intending to Appear Before the Marine Resources Commission

Forms

No. C.F. 34, [Application and] Permit to Buy and Carry Each Cargo of Seed Oysters to be Planted in Virginia, May 15, 1962
No. C.F. 40, [Application and] Loading Permit to Buy and Carry Public Ground Oysters Out-of-State
No. C.F. 49, Inspection Tax Report [of oysters purchased or taken]
No. C.F. 52-A, Oyster Buyer's Report (Special Public Oyster Rock Replenishment Fund)
No. C.F. 101, Shellfish Transplanting Report
No. C.F. 103, Application and Permit for Dredging Private Oyster Ground
No. C.F. 103-A, Application and Permit for an Approved Agent of an Owner of Private Oyster Ground

No. C.F. 103-B, Application and License for Dredging Public Oyster Ground

No. MRC 38, Application for Transfer of Oyster Planting Ground, May 1970

No. MRC 59, [Application and] Permit, to Remove Shellfish from Restricted Area for Purpose of Cleansing

No. MRC 100, Application for Oyster Planting Ground, May 1970

Abandonment Notice, June 2, 1969

Application and Permit for Dredging Soft Shell Clams on Leased Ground

Application and Permit for Dredging Soft Shell Clams on Public Ground with a Hdraulic Dredge

Application for License of a Fixed Fishing Device, with instructions including copy of Regulation IV

Application for refund of royalty for dredging, where permit denied by U.S. Army Corps of Engineers

Barge Measurement

Oyster Import Report

Planter's report (bushels, cost)

Report of oysters removed and planted

Application for Permit [for use of subaqueous beds and/or wetlands], with appendices and instructions

Letter from private applicant for attachment to wetlands application of county wetlands board

MEDICINE, VIRGINIA STATE BOARD OF

Regulations are available at the Board's office at Rm. 200, 505 Washington St., Portsmouth, Va. 23704.

The Board is an "independent" agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license the practice of medicine, osteopathy, chiropractic, naturopathy, podiatry, physical therapy, and clinical psychology; to approve applications by physicians, osteopaths, and podiatrists to utilize paramedical assistants; to make regulations to carry out the licensing act and governing delegation of services to assistants; to arrange for reciprocity with licensing authorities of other jurisdictions; and, jointly with the State Board of Nursing, to make regulations respecting services delegable to nurses. Title 54, Ch. 12.

Regulations

By-Laws of the Virginia State Board of Medicine, July 1973; and attached abstracts of Board rulings of Dec. 3, 1962, and June 6, 1966

Rules and Regulations for Assistant to a Physician, undated

(For regulations issued jointly with the State Board of Nursing, see under that Board.)

Forms

Application for Certificate to Practice Medicine, by Endorsement; with Form 1, instruction sheet, Licensure by Endorsement, June 17, 1974, and addendum to Form 1, Mar. 8, 1974

Application for Certificate to Practice Medicine, By Examination; with Form 2, instruction sheet, Examination, June 6, 1974

Form 7, Application for Certification of Nurse Practitioner or Physician's Assistant, Aug. 7, 1974

MENTAL HEALTH AND MENTAL RETARDATION,
DEPARTMENT OF

Regulations are available at the office of the Assistant Commissioner for Administration, 1319 Madison Bldg., 109 Governor St., Richmond, Va. 23205.

The Department is authorized to operate hospitals and other institutions for evaluation, treatment, training, and rehabilitation of the mentally ill and mentally retarded, and to operate centers and clinics for preventive mental health programs. It may fix charges for care and treatment of patients in or by State institutions, require statements from persons liable for their support, and approve placing of patients in private homes, nursing homes, or other institutions. It is authorized to make regulations to carry out all duties imposed upon it. Title 37.1, Chs. 1, 2, 3 and 5. It is also authorized to allocate funds to local governments for community mental health facilities. Id. , Ch. 10. In addition, it is authorized to grant scholarships for study in the pertinent professions and skills. Title 23, Ch. 4. The Department has issued manuals, instructions, guidelines, and forms, not listed below, governing the operation of State mental health facilities, including the care and treatment of patients, and governing the administration of grants and scholarship programs.

The Department is authorized to license and supervise private institutions for the care or treatment of mentally ill or deficient persons and persons addicted to drugs or alcohol, except institutions solely for alcoholics; and it may make regulations to carry out the act. Title 37.1, Ch. 8. It may also make regulations governing discharge of and granting convalescent status to patients by private hospitals, and refusal of a private hospital to discharge a patient is subject to its approval. Id. , Chs. 2 and 3. It is authorized to make regulations respecting rights of patients or residents in facilities operated, funded, or licensed by it. Id. , Ch. 2.

Regulations and Forms

Rules and Regulations for the Licensure of Private Institutions, undated, with forms for license applications.

MILK COMMISSION, STATE

Regulations are available at the Commission's office in the Ninth Street Office Bldg., Richmond, Va. 23219.

The Commission is broadly authorized to supervise, regulate, and control the production, transportation, processing, storage, distribution, delivery, and sale of milk, and to make regulations to carry out the milk control act. It has specific authority to license distributors, to fix prices paid to producers and minimum and maximum wholesale and retail prices, to allocate marketing areas, to promulgate accounting systems for distributors, to levy assessments for administrative expenses and collect the same from distributors, to inspect books and records and require reports, and to issue subpoenas. The general powers granted by the statute are not qualified by these grants of specific powers, but the Commission may fix minimum retail prices only where necessary to prevent market disruption. Title 3.1, Ch. 21.

Regulations

(Not listed are current price adjustments made pursuant to formulas set forth in the regulations, and occasional local rules of a temporary nature.)

Rules and Regulations for the Control, Regulation and Supervision of the Milk Industry in Virginia, effective July 1, 1974

Forms

No. SMC-1, Application for Distributors' License, Aug. 15, 1972

No. SMC-4, Application for Producer's License and Base, rev. July 3, 1974

No. SMC-6, Monthly Report of Producer Milk and/or Cream Received and Allocation of Sales, rev. Mar. 1972

No. SMC-7, Monthly Report of Receipts and Utilization, rev. Mar. 1972

No. SMC-7A, Monthly Report of Class I Sales, Rev. Mar. 1972

No. SMC-7B, Monthly Report of Class I-A Sales, rev. July 1972

No. SMC-8, Monthly Report of Shrinkage, Class I, Class I-A and Class II Allocation, rev. Mar. 1972

MINES, BOARD OF EXAMINERS OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license persons for employment as foremen, fire bosses, chief electricians, repairmen, and for employment in other responsible positions in mines. It may make regulations to carry out the licensing act. Title 45.1, Ch. 1; Title 54, Ch. 1.1.

Regulations

Rules (summaries only filed with Registrar) fixing qualifications for Chief Electricians, Maintenance Foremen, Repairmen, Hoist Engineers, and Surface Foremen; and rule respecting reexamination, all 1942

MOTOR VEHICLES, DIVISION OF

Regulations and forms are available at the Division's principal office at 2220 W. Broad St., P.O. Box 27412, Richmond, Va. 23269. The forms designated by an asterick are also available at the Division's branch offices located throughout the State; some of these are also obtainable from license agents in numerous communities.

The Division is authorized to register motor vehicles and issue license plates and decals therefor, and it is the State agency for recordation and certification of title to motor vehicles, liens thereon, and transfers of ownership. Title 46.1, Chs. 1, 3 and 6. It is authorized to license operators and chauffeurs, and to issue special identification cards to persons not holding drivers' licenses. *Id.*, Ch. 5. It may require owners and operators to furnish proof of financial responsibility; insurers and sureties must report to the Division cancellation of motor vehicle liability policies or surety bonds executed for that purpose. *Id.*, Ch. 6, Art. 6; Title 38.1, Ch. 1, Art. 10. Certain accident reports are required to be made to the Division (Title 46.1, Ch. 6), and reports are or may be required in various other instances. It may order attendance at driver improvement clinics. *Id.*, Ch. 6.1. It may make regulations to carry out the laws administered by it. *Id.*, Chs. 2, 6.1 and 10. Its officers may inspect vehicles in public garages, and it may appoint police officers with the powers of a sheriff. *Id.*, Chs. 1 and 2.

The Division is also authorized to license motor vehicle manufacturers, factory branches, distributors, dealers, and salesmen. Manufacturers and distributors are required to notify the Division in advance of cancellation or refusal to renew dealers' franchises; the Division may disapprove such action as well as certain other actions by manufacturers and distributors affecting franchises and dealerships, and may determine disputes between manufacturers or distributors and dealers respecting warranty obligations. It may make regulations to prevent unfair trade practices and to protect the interest of retail buyers. Title 46.1, Ch. 7.

The Division is charged with responsibility for collection of taxes on sale, use, and rental of motor vehicles. It may determine claims for refunds, assess additional taxes due, waive penalties, inspect records, and make regulations to carry out the statute. Persons engaged in the car rental business are required to register with the Division. Title 58, Ch. 12.1. It is also responsible for collection of the taxes on gasoline and other motor fuels. *Id.*, Chs. 13, 14 and 14.1. For these purposes it may license dealers, distributors, suppliers, and certain bulk consumers; and it may assess taxes in absence of proper reports, determine claims for refunds, waive penalties, inspect records, and make regulations prescribing forms for reports, requiring record keeping, and otherwise to carry out the taxing statutes.

Regulations

A Regulation ... under the Virginia Motor Vehicle Dealer Licensing Act, Dec. 31, 1946

No. Auto 1, Application for Registration, rev. Sept. 1973*

No. Auto 1-A(1), Application for Permanent Registration (of antique vehicle), rev. 1972

No. Auto 1-P, Application for Permanent Registration, government-owned vehicles, rev. 1972

No. Auto 1-49, request for issuance of license plates for vehicle used for police or undercover work, rev. Dec. 1971

No. Auto 9-(D), Motor Vehicle Dealer's Application for dealer's certificate of registration and license, issued annually

No. Auto 17, Application for a Certificate of Title for a Motor Vehicle or Trailer, rev. July 1974*

No. Auto 19, Application for a Certificate of Title for a Motor Vehicle, Tractor or Trailer (for use when vehicle has been replevied, repossessed or seized), rev. July 1972*

No. Auto 20, Reassignment of Title by Registered Dealer, rev. Nov. 1973*

No. Auto 21, Application for Duplicate Title Certificate, rev. Nov. 1972*

No. Auto 22, Application for Assigned Vehicle Identification Number, rev. No. 1973*

No. Auto 24, Statement of Authority to Assign Title, rev. June 1972*

No. Auto 59, Application for Registration (transfer of license), rev. Sept. 1973*

No. Auto 80, Application for a Certificate of Title for a Vehicle Showing Supplemental Lien or Liens, rev. July 1972*

No. Auto 80-B, Application for Transfer of Lien on a Motor Vehicle, rev. June 1972*

No. Auto 100, Application (by dealer) for Temporary Registration Plates, rev. Feb. 1973*

No. Auto 101, Temporary License Certificate (issued by dealer), rev. June 1973*

No. Auto 101A, Temporary Certificate of Ownership (issued by dealer), rev. June 1973

No. Auto 132, request for information respecting registration or title

of vehicle, rev. Feb. 18, 1963

No. Auto 217, Application for or Renewal of License to Engage in the Business of Selling Motor Vehicles in the State of Virginia, issued annually

No. Auto 219, Application for Supplemental Motor Vehicle Dealer's, Distributor's or Wholesaler's License, issued annually

No. Auto 221, Application for Motor Vehicle Manufacturers Factory Branch License, issued annually

No. Auto 241, Application for Emergency Transfer of License Plates, June 1958*

No. Auto 242, Application for Exemption from Annual Registration and License Plates (volunteer organization, rev. Sept. 1965

No. Auto 313, Application for change of name or for duplicate registration card, rev. Jan. 1973*

No. Auto D 7, Application for License as a Motor Vehicle Salesman, Factory or Distributor Representative, rev. 1974*

No. BV 111A, Used Motor Vehicle Dealer Bond, rev. June 10, 1970

No. OL 19, Report on Eye Examination, rev, Mar. 1969*

No. SR 21, Motor Vehicle Accident Report*

No. SUT 1, Supplemental Information for Procurement of Title, and Seller's Statement of Sale Price*

No. SUT 2, Application for Refund of Erroneous Payment of Sales or Use Tax, rev. June 1972*

No. SUT 3, Purchaser's Statement of Tax Exemption*

No. SUT 4, lienholder's certificate of transfer, Jan. 1974*

No. VGT 26, Original Application for Refund of Tax Paid on Gasoline, rev. June 1972*

No. VSA 1, Reserved Miscellaneous License Plate Application*

No. VSA 3, Application for License Plates Bearing Amateur Radio Operator Call Letters

No. VSA 10, Reserved Miscellaneous License Plate Application*

No. VSA 30, Application for Substitute or Reissue License Plates*

No. VSA 31, Application for Exchange of License Plates *

No. VSA 111B, Affidavit in Lieu of Used Motor Vehicle Dealer Bond

No. VSA 112, Affidavit of Authority to Sign a Registration Card*

No. VSA 115, Application for License Plates for Voluntary Rescue Squad Member, rev. Feb. 1973

No. VSA 116, Application for License Plates for Physically Handicapped*

No. VSA 124, Application for Transfer of License Plates, Temporary Registration Receipts*

No. VSA 125, Application for Temporary Registration Receipts*

No. VSA 126, Report of Temporary Registration Receipts Issued*

No. VSA 160, Power of Attorney to Sign for Owner When Registering and/or Transferring Ownership of a Motor Vehicle, rev. April 1973*

No. VSA 210, Application for Refund of Motor Vehicle License Fee, rev. Mar. 1973*

No. VSA DLD 103, Record of Temporary Tags

Application for Operator's or Chauffeur's License* P9 [Application for and] Personal Identification Card*

NURSING, VIRGINIA STATE BOARD OF

Regulations are available at the Board's office at Rm. 1102, Eighth Street Office Bldg., Richmond, Va. 23219. Copies are also distributed to Virginia schools of nursing, hospitals, nursing homes, and related health agencies and organizations.

The Board is an "independent" agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license registered and practical nurses, to accredit and prescribe minimum standards for nursing education programs, to approve curricula therefor, and to make regulations to carry out the act. Id. , Ch. 13.1. It is also authorized, jointly with the Virginia State Board of Medicine, to make regulations respecting services that nurses may render under the supervision of physicians. Id. , Ch. 12.

Regulations

Rules and Regulations, effective Mar. 1, 1974

Regulations Governing the Certification of Nurse Practitioners, adopted jointly by the Boards of Medicine and Nursing, June 5 and July 31, 1974, respectively

Forms

No. RN/END-I, Application for Registered Nurse License by Endorsement, rev. Feb. 1973

No. RN/EXAM, Application for Registered Nurse License by Examination, rev. Feb 1973

No. 1, Application [Foreign] or Registration Nurse as a Registered Nurse by Examination (with Certification)

Professional Nurse Application for Renewal, issued annually

No. LPN/EXAM, Application for Practical Nurse License by Examination, rev. Feb. 1973

No. LPN/END-I, Application for Practical Nurse License by Endorsement, rev. Feb. 1973

Practical Nurse Application for Renewal, issued annually

Annual Report, statistical (practical nurse schools), issued annually

Annual Report, statistical (registered nurse schools), issued annually

Pre-Survey Report (by school of nursing or educational program)

**Survey of Hospital Facility as a Cooperating Agency for a Nursing
Education Program (report by clinical facility), Sept. 1971**

**NURSING HOME ADMINISTRATORS, STATE BOARD OF
EXAMINERS FOR**

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license nursing home administrators, to prescribe standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 26. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations and Forms

Rules and Regulations adopted May 14, 1974, pursuant to Va. Acts 1974, Ch. 534, cl.3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, as amended May 22, 1972

Application for License as Nursing Home Administrator; and memorandum to applicants respecting continuous training, May 9, 1973

License Renewal Application, Nursing Home Administrator

OPTICIANS, VIRGINIA STATE BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license opticians, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing statute. Title 54, Chs. 1.1 and 14.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534. cl. 3.

Regulations and Forms

Regulations adopted Apr. 21, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations Governing Registration, as amended Nov. 15, 1965

Application for Examination or Certificate; and attached Instruction Sheet

License Renewal Application

OPTOMETRY, VIRGINIA STATE BOARD OF EXAMINERS IN

Regulations are available at the office of the Secretary of the Board at 316 E. Grace St., Richmond, Va. 23219.

The Board is an “independent” agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license optometrists and to make regulations fixing standards for admission and governing ethical practice. Id. , Ch. 14.

Regulations

Optometry Law of Va. Including Rules and Regulations, 1967

OUTDOOR RECREATION, COMMISSION OF

Regulations are available at the Commission's office in the Eighth Street Office Bldg., 803 E. Broad St., Richmond, Va. 23219.

The Commission is authorized to establish and maintain a comprehensive plan for the development of public outdoor recreational facilities, to establish standards for such facilities, to disburse funds to local, regional, and other State agencies for acquiring and developing such facilities, and to make regulations to carry out the statute. Title 10, Ch. 2.1. It is directed to cooperate with the State Highway and Transportation Commission in the designation of scenic highways and byways, and to recommend to that agency the provision of access roads to recreational areas and historic sites. Title 33.1, Ch. 1. It has the duty of recommending to the Governor and the General Assembly the designation of scenic rivers. Title 10, Ch. 15. It is also authorized to prescribe standards for classification of real property on the basis of open-space use, for purposes of tax assessment. Title 58, Ch. 15.

The Commission has issued instructions and guidelines, not listed herein, governing procedures for applying for grants in aid for acquisition and development of parks, and respecting designation of scenic highways and byways.

Regulations

Open Space Standards and Opinions for Use Value Taxation in Virginia, Aug. 10, 1973, in Classification, Assessment and Taxation According to Use of Real Estate Devoted to Agricultural, Forest and Open Space Purposes, Aug. 1973, published by the State Land Evaluation Advisory Committee and available from that Committee at P.O. Box 1163, Richmond, Va. 23209, as well as from the Commission, the Department of Agriculture and Commerce, and the Department of Conservation and Economic Development.

OUTDOORS FOUNDATION, VIRGINIA

The Foundation is authorized to accept and administer gifts and bequests for preservation of open-space lands, and to make regulations to carry out its functions. Title 10, Ch. 14. The Foundation has issued no regulations. Its office is in the Eighth Street Office Bldg., Richmond, Va. 23219.

PERSONNEL, DIVISION OF

The Division is a unit of the Office of the Governor, reporting to him through the Secretary of Administration. By delegation from the Governor, it is authorized to maintain a personnel system for the appointment, compensation, promotion, transfer, discipline, and tenure of State employees, to provide appeals and grievance procedures, and to make regulations for the administration of the personnel system and governing hours of work and leaves of absence. Title 2.1, Ch. 10; Rule 3, State Personnel Rules.

The Division is responsible for the overall administration of the Virginia Equal Employment Opportunity Plan, and may make modifications in that Plan. E.O. No. 29, Dec. 27, 1972; E.O. No. 1, Feb. 5, 1974. It is designated as the Governor's agent for administration of the health insurance plan for State employees. Title 2.1, Ch. 2. It is also authorized to approve employee grievance procedures established by local governments, and, in the absence or inadequacy thereof, to issue regulations making the State procedures applicable to local government employees. Title 15.1, Ch. 1. The Division has issued rules and memoranda of instruction addressed to State agencies, and model grievance procedures for local governments, not listed herein. Its regulations are available at the Division's office at 302 State Finance Bldg., P.O. Box 654, Richmond, Va. 23205, at 50 cents copy.

A unit of the Division, the Merit System Council, administers a prescribed plan of personnel selection required by the U.S. Civil Service Commission for several State agencies administering programs for which the federal government makes financial grants to all states. The Joint Merit System Rules are available at the Merit System Council's office at 206 State Finance Bldg., Richmond, Va. 23219, at no charge.

The Division also administers the Federal Intergovernmental Personnel Act of 1970 in cooperation with the Division of State Planning and Community Affairs. With this responsibility, it assists State and local governmental units in the design, deliver, and evaluation of programs of employee training and personnel administration improvement. No sub-grants are made under the program.

PHARMACY, STATE BOARD OF

Regulations are available at the Board's office at 206 Insurance Bldg., 10 S. Tenth St., Richmond, Va. 23219.

The Board is an "independent" agency within the Department of Professional and Occupational Regulation. Title 54, Ch. 24. It is authorized to license pharmacists, pharmacies, and the manufacture, distribution, and dispensing of drugs, cosmetics, and paraphernalia, and to register persons prescribing or doing research in controlled drugs; to modify the statutory classifications of controlled drugs and additives; and to make regulations respecting equipment, sanitation, quality control, and safeguards against diversion, and otherwise to carry out the drug control statutes. It may seize products and may impose fines for violations not prosecuted. Id., Ch. 15.1, and Title 18.1, Ch. 4.

Regulations

Board Regulations Adopted by the Board of Pharmacy of the State of Virginia for the Enforcement of the Drug Control Act, Oct. 19, 1971, as amended Aug. 1, 1972.

Forms

No. 229-1, Application for a Controlled Substances Registration Certificate

No. 229-2, Application for a Pharmacy Permit

No. 229-3, Annual License Renewal

Application for License to Manufacture Drugs

Application for a Permit to Dispense Prophylactics or Other Devices

Application for Permit to Wholesale or Distribute Drugs

Application for a Physicians Permit to Compound and Sell Drugs

Application for Special Drug Permit

PILOTS, BOARD OF COMMISSIONERS TO EXAMINE

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license pilots and apprentices, make regulations for their proper government, and prescribe penalties for violations. It may determine controversies between pilots and between pilots and masters, owners, or consignees, and may enter money judgments. It has the power of compulsory process and may issue arrest warrants. Title 54, Ch. 16. It may fix standards for licensure and professional conduct, and make regulations to carry out the licensing act. Id. , Ch. 1.1.

Regulations

Laws of Virginia Relating to Pilots [and Rules of the Board of Commissioners to Examine Pilots] , Jan. 1959

Rules Applying to Apprentices, Jan. 1, 1971, and attached form of apprenticeship agreement

POLICE, DEPARTMENT OF STATE

Regulations are available for inspection or copying at State Police Administrative Headquarters, 7700 Midlothian Turnpike, Richmond, Va. 23261; copies in limited quantities are obtainable at the same place.

The Department is authorized to prescribe standards and specifications for motor vehicle equipment, for the slow-moving vehicle emblem, and for certain safety equipment for motorcycles and operators; and sale or use of certain equipment is subject to its approval. Title 46.1, Ch. 3, § 46.1-107, and Ch. 4. It has authority to designate official inspection stations and to make regulations fixing standards and procedures for their inspection of motor vehicles. *Id.*, Ch. 4. All machine guns and sawed-off shotguns are required to be registered with the Department. Title 18.1, Ch. 5.

Regulations

Regulations Relating to Saddle Mount Coupling for Drive-Away Service, June 29, 1964

Regulations Relating to Standards and Specifications for the Slow-Moving Vehicle Emblem, July 1, 1970

Regulations Relating to Standards and Specifications for Hydraulic Brake Fluid, July 27, 1964

Regulations Relating to Standards and Specifications for Motorcycle Windshields and Safety Glasses or Goggles for Motorcycle Operators, Apr. 1, 1969

Regulations Relating to Standards and Specifications for Protective Helmets for Motorcycle Operators and Passengers, July 1, 1970

Virginia Official Inspection Manual, loose-leaf, Jan. 1, 1968, with amendments inserted

Forms

S.P. 115, Application for Registration of Machine Gun, rev. Feb. 1973

S.P. 115-A, Application for Registration of "Sawed-Off" Shotgun, rev. Feb. 1973

PORT AUTHORITY, VIRGINIA

Regulations are available at the Authority's office at 1600 Maritime Tower, Norfolk, Va. 23510. Fee: \$1.00 per page.

The Authority may acquire, develop, and operate or lease port and harbor facilities, and may fix rates and make traffic and other regulations governing the use of its projects. Title 62.1, Ch. 10. It has issued police regulations, not listed herein, governing use of the Portsmouth Marine and Norfolk International Terminals. The Authority is also authorized to resolve controversies between or among local port agencies. Id. , Ch. 15.

PROFESSIONAL AND OCCUPATIONAL REGULATION,
DEPARTMENT OF

Regulations of the various boards administered by this Department are available from its Director, Ninth Street Office Bldg., P.O. Box 1-X, Richmond, Va. 23202.

Various separate boards, each authorized to regulate practice of one or more professions or occupations, are placed within this Department for administrative purposes. The Director of the Department acts as secretary and administrative officer of each board, maintains its records, and enforces its regulations. Title 54, Ch. 24. See the separate listings for these boards under Accountancy; Architects, Professional Engineers, and Land Surveyors; Audiology and Speech Pathology; Barber; Collection Agency; Commercial Driver Training Schools; Hairdressers; Hearing Aid Dealers and Fitters; Librarians; Mines; Nursing Home Administrators; Opticians; Pilots; Psychologists; Real Estate; Sanitarian; Social Workers; Veterinary; and Water and Wastewater Works Operators.

In addition, several "independent" licensing boards are technically within the Department, which handles and accounts for their funds and performs such other duties as the boards may request. Title 54, Ch. 24. See the separate listings for these boards under Athletic, Contractors, Dentistry, Funeral, Medicine, Nursing, Optometry, and Pharmacy.

The Director is required to select hearing officers for board hearings, from a list prepared by the Attorney General. Title 54, Ch. 24.

In addition to its functions concerned with licensing boards, the Department is authorized to license persons for administration of polygraph examinations; willful violation of the Department's regulations constitutes grounds for denial, suspension, or revocation of such licenses. Title 54, Ch. 17.01.

The Director of the Department is ex officio chairman of the Virginia Commission for Professional and Occupational Regulation. The Commission is authorized, upon approval by the General Assembly of its proposals for regulation of previously unregulated professions or occupations, or for imposition thereon of a different degree of regulation, to establish regulatory boards and promulgate supplementary regulations for implementation of the proposals so approved. Title 54, Ch. 1.1.

Forms

Application for License as Polygraph Examiner

License Renewal Application

PSYCHOLOGISTS EXAMINERS, VIRGINIA BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P.O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license the practice of psychology, except clinical psychology; and to examine and make recommendations to the Virginia State Board of Medicine concerning applicants for licensure as clinical psychologists. It may prescribe standards for licensure and professional conduct, and make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 5.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations

Rules and Regulations adopted May 8, 1974, pursuant to Va. Acts 1974, pursuant to Va. Acts 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, Nov. 30, 1972

Forms

Application for Examination and Certificate; and instructional letter of transmittal

American Ass'n of State Psychology Boards, Information for Candidates: Examination of Professional Practice in Psychology

Reference form, employment supervisor

Request for letter of reference

License Renewal Application

PUBLIC TELECOMMUNICATIONS COUNCIL, VIRGINIA

Regulations are available at the Council's office at Suite 902, Ninth Street Office Bldg., Richmond, Va. 23219. Copies are also filed with the clerks of all courts of record.

The Council is authorized to adopt a State plan for provision of adequate public telecommunications facilities and services; to grant State aid to governmental and other nonprofit entities for planning, developing, and operating such facilities and services; to prescribe standards and criteria for eligibility for such aid; to make contracts for production and distribution of programs; and to make regulations to carry out the act. Title 22, Ch. 16. It is also authorized to prescribe minimum standards for licensing and regulation by local governments of community antenna television systems. Title 15.1, Ch. 1. The Council has issued regulations and forms governing applications and grants for facilities, not listed below.

Regulations

Master State Plan for Public Telecommunications, Part I, Oct. 2, 1973, and Part II, Apr. 2, 1974. (While the Plan is concerned chiefly with grants, contracts, and facilities owned, operated, or leased by governmental agencies, Part I contains a statement of policies relating to minimum standards for CATV systems.)

PURCHASES AND SUPPLY, DEPARTMENT OF

Regulations are available at the Department's office at 217 Governor St., P.O. Box 1199, Richmond, Va. 23209.

The Department is authorized to serve as a centralized agency for purchasing and warehousing equipment and supplies for State agencies, and for local governments if they so desire, and to provide printing, binding, and advertising for State agencies. Its Board of Purchases and Supply is authorized to hear and determine contract appeals. The Department may standardize equipment and supplies, set uniform standards for design and utilization of State forms, and make regulations to carry out its authority. Title 2.1, Chs. 15 and 16. It is also authorized to dispose of surplus State property, and to acquire and distribute surplus federal property. *Id.*, Ch. 15; E.O. No. 16, Feb. 15, 1972. The Department issues instructions to and forms for the use of governmental agencies, bidders, and vendors, not listed herein.

REAL ESTATE COMMISSION, VIRGINIA

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P.O. Box 1-X, Richmond, Va. 23202. The Commission is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Commission is authorized to license real estate brokers (including individuals and corporations, associations, etc.), salesmen, and rental location agents. It may prescribe standards for licensure and for professional conduct, and may make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 18. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

In addition, the Commission is vested with administration of the statute prescribing rights and duties of developers of condominium projects, unit purchasers and owners, and tenants of structures converted to condominiums. Developers are required to obtain project licenses from the Commission before offering or disposing of any interest in a condominium unit located in Virginia, or engaging in such activities in Virginia with respect to units located elsewhere. The Commission may approve offering statements, require reports, require advance filing of advertising material, and order cessation of unlawful practices or the taking of affirmative action to achieve compliance. It is authorized to make regulations prescribing advertising standards and operating procedures, and otherwise to carry out the Condominium Act. Title 55, Ch. 4.2.

Regulations

Rules and Regulations adopted May 8, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulations, Rules and Regulations [, 1974]

Virginia Real Estate Commission Manual, Sept. 1, 1973

Waiver of the Written Examination, Real Estate Broker (policy statement applicable to licensees of other states extending reciprocity), undated

Waiver of the Written Examination, Real Estate Salesman (policy statement applicable to licensees of other states extending reciprocity), undated

Forms

Original Application for Real Estate Broker Examination and License; Instructions for executing same; and special instructions for nonresident applicants

Registration Form, Real Estate Broker or Salesman Licensing Examination

Certification by broker respecting employment of salesman applying for broker license

Application for License as Associate Broker

Original Application for Real Estate Salesman Examination and Licenses; Instructions for executing same; and special instructions for nonresident applicants

Non-Resident Real Estate Broker or Salesman Irrevocable Consent for Service in Suits and/or Actions

Application for Inactive License, Broker or Salesman

Application to Activate Inactive Broker License

Application to Activate Inactive Salesman License

Affidavit for replacement of lost license (broker or salesman)

Application for New License (because of transfer of broker's license, change of employer, change of address or firm name)

Application for change of name on salesman or broker's license (marriage or change of name)

Original Application for Broker's License for Corporations, Partnerships, Associations

Certificate of Ownership, Partnership or Association

Financial Statement, Corporation, Partnership, Association

Application for Branch Office License

Original Application for Rental Location Agent Examination and License

License Renewal Applications: Broker; Salesman; Renewal of Inactive License, Broker; Renewal of Inactive License, Salesman; Firm; Branch office of firm; Branch office, Broker

RECIPROCITY BOARD

The Board consists of three ex officio members, the administrative heads of the Division of Motor Vehicles and the Department of Highways and Transportation, and one member of the State Corporation Commission. Its principal function is advising the Governor as to entry into agreements with other jurisdictions for reciprocity in taxation on motor vehicles or their operation or transactions incident thereto. Title 46.1, Ch. 1. The Board is also authorized, where the Division of Motor Vehicles has assessed license fees on an apportionment or allocation basis pursuant to a reciprocal agreement, to deny vehicle owners or operators the right to operate on State highways until assessments are paid. Id. , Ch. 3. Virginia has not as yet entered into such an agreement, and the Board has issued no regulations.

RETIREMENT SYSTEM, VIRGINIA SUPPLEMENTAL

The System's office is in the Finance Building, P. O. Box 3-X, Richmond, Va. 23207.

The System is authorized to administer the State retirement system covering State employees, teachers, and employees of participating localities, and the separate systems provided for State police officers and the judiciary. It may fix the rate of employer contributions (pursuant to a general formula provided by statute), approve participation by local governments, prescribe records to be kept and reports to be made by employers, determine appeals from employers' certification that employment was terminated for reasons disqualifying applicants for benefits, and in some instances determine division of survivors' allowances. Its Medical Board is authorized to certify disability for purposes of disability retirement allowances. Title 51, Chs. 3.2, 6 and 7. The System is also responsible for administration of a program providing group life and accident insurance for State and local officers and employees. *Id.*, Ch. 3.2, Art. 9. It is also designated as the State agency to administer participation of the State and its political subdivisions in the federal Social Security program; for this purpose it may enter into agreements with the federal government and approve plans of political subdivisions. *Id.*, Ch. 3.1. It is authorized to make regulations and determinations as necessary to carry out the statutes under which it operates. *Id.*, Ch. 3.2, Art. 2.

The System has issued a booklet for public employees, containing information and instructions respecting retirement benefits and requirements therefor; it is supplied to participating employers and to employees upon request. It has also issued operations manuals for State agencies and political subdivisions containing instructions and forms for operation of the retirement, insurance, and Social Security programs; these are distributed to the appropriate employer agencies or subdivisions and are available to individuals having need therefor on request to the System office. In addition, the minutes of the System's Board of Trustees contain occasional rulings establishing guidelines for administration; these are not reproduced and not available for distribution.

SANITARIAN EXAMINERS. STATE BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license sanitarians, to prescribe standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 23.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repeal Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations and Forms

Rules and Regulations adopted Apr. 12, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, Jan 27, 1972

Application for Certification as Registered Sanitarian

License Renewal Application

SECRETARY OF THE COMMONWEALTH

The Secretary is in direct charge of the Division of Records, a unit of the Governor's office coordinated by the Secretary of Administration. Regulations are available at the Secretary's office in the Ninth Street Office Bldg., Ninth and Grace Sts., Richmond, Va. 23219, and records maintained by the Secretary are there available for public inspection.

The Secretary is ex officio Secretary to the Governor, keeper of the seals of the Commonwealth, and custodian of the records of executive acts. Title 2.1, Ch. 8. He keeps the Executive Journal, listing all official acts. Among the executive documents filed with the Secretary and available in his office for public inspection are the Governor's executive orders and proclamations; the proclamations issued each year are published in the Secretary's annual report. The Secretary is also custodian of various records pertaining to organization and officers of the State's political subdivisions. Title 2.1, Ch. 8; Title 17, Ch. 2. He issues forms, not listed below, for filings required to be made with him for this purpose. The Secretary has the duty of authentication and certification of the records of the courts and of any department of the State government. Title 2.1, Ch. 8. He also coordinates and processes requests for extradition of fugitives from justice both from within Virginia and from other states, pursuant to Title 19.1, Ch. 4. Not listed below are instructions and forms, distributed to Commonwealth's attorneys and correctional institutions, for purposes of obtaining extradition from other states, and a form respecting extradition hearings in connection with request from other states.

Lobbyists are required to register and file reports with the Secretary; their employers are also required to make reports. Title 30, Ch. 2.1. The Secretary is authorized to register names and insignia of certain societies and associations, and mottoes or slogans of State agencies; unauthorized use of registered items is a criminal offense. Title 2.1, Ch. 8. Highway contractors' associations are required to file semiannual reports with the Secretary. Title 33.1, Ch. 5. The Secretary also issues commissions to notaries public and out-of-state commissioners. Title 47, Chs. 1 and 2.

Forms and Instructions

No. S.C. 179, Application for registration of organizational name, badge, or other insignia

Application for Appointment as Notary Public

Legislative Docket [lobbyist's registration form] ; Lobbyist's Expense Statement; and accompanying instructional notice

Employer's Expense Statement [respecting lobbying] , and accompanying instructional notice

SOCIAL WORKERS, VIRGINIA BOARD FOR REGISTRATION OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P.O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license social workers and associate social workers, to fix standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 18.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations and Forms

Rules and Regulations adopted Apr. 17, 1974, pursuant to Va. Acts 1974, Ch. 534, cl.3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, July 15, 1969

Application for Examination and License, Registered Social Worker; and Instruction Sheet for same

Application for Examination and Certificate, Associate Social Worker; and Instruction Sheet for same

License Renewal Application, Registered Social Worker or Associate Social Worker

SOIL AND WATER CONSERVATION COMMISSION, VIRGINIA

Regulations are available at the Commission's office at 911 E. Broad St., P. O. Box 1163, Richmond, Va. 23209. No charge is made except as indicated below.

The Commission is authorized to prescribe minimum standards, and guidelines, and criteria for all programs for the control of soil erosion and sedimentation. It may approve the creation, boundary modification, and discontinuation of soil and water conservation districts; approve programs adopted by districts or by local governing bodies; adopt programs for localities failing to submit proposals; determine appeals from districts' decisions respecting proposed land-disturbing activities; approve such activities with respect to lands under jurisdiction of more than one local control program; and approve all State projects involving such activities. It is also designated as the State agency to approve applications for federal aid for soil and water conservation programs, and to make loans from State funds to local authorities for such programs; and it may give or lend financial aid and other assistance to districts. The Commission is authorized to make regulations to carry out its functions. Title 21, Ch. 1. In addition to the regulations listed below, it has issued guidelines for realignment of district boundaries, and instructions, policy statements, and forms for administration of the loan and grant programs.

Regulations

Virginia Erosion and Sediment Control Handbook: Standards, Criteria and Guidelines, Apr. 1974. \$2.00 plus mailing costs.

SPECIAL PROGRAMS, OFFICE OF

The Office is a unit of the office of the Governor, reporting to him through the Secretary of Administration. Its office is in the Ninth Street Office Bldg., Richmond, Va. 23219.

The Office is designated as the State agency for participation in federal programs providing grants and loans for the State and eligible local governmental units for various purposes under the federal Appalachian Regional Development Act of 1965 and under programs administered by the Economic Development Administration of the U. S. Department of Commerce. E.O. No. 9, Feb. 17, 1971. The Office has issued no regulations.

STATE PLANNING AND COMMUNITY AFFAIRS, DIVISION OF

The Division is a unit of the office of the Governor, reporting to him through the Secretary of Administration. Its regulations are available at the Division's office at 1010 James Madison Bldg., 109 Governor St., Richmond, Va. 23219, at a cost of 5 cents per page.

The Division is authorized to develop a master plan to meet the economic, social and physical needs of the State, and to coordinate the planning processes and efforts of State and local agencies. Title 2.1, Ch. 6.1. (No master plan has yet been promulgated.) The Division is also authorized to establish and adjust boundaries of planning districts and of Virginia standard metropolitan statistical areas. Ibid. It has divided the State into 22 planning districts, and has issued a map indicating their boundaries. It follows the designation of Virginia standard metropolitan statistical areas established and amended from time to time by the U. S. Office of Management and Budget.

The Division is charged with preparing and administering plans and allocating funds granted under various federal and State programs respecting planning, area development, and urban assistance. Title 2.1, Ch. 6.1; Title 15.1, Chs. 34 and 35. It has issued regulations, plans, and forms, not listed herein, respecting the various grant programs. The Division is also authorized to modify, to meet local conditions, the statutory requirement respecting definition of land locations for recordation in public land or deed records. Title 55, Ch. 17.

TAXATION, DEPARTMENT OF

All regulations and forms are available from the Department's principal office at 11 Old State Office Bldg., Richmond, Va. 23282. In the listing below, items designated [1] are also available at the offices of the city and county commissioners of revenue; those designated [2] are available at the Department's district offices; and those designated [3] are available at both. The Department's district offices are located at Bristol (1606 Euclid Ave., P.O. Box 309, Bristol, Va. 24201), Danville (Riverview Drive, P.O. Box 3303, Danville, Va. 24541), Falls Church (Suite 206, Mark Office Bldg., 6231 Leesburg Turnpike, Falls Church, Va. 22044), Harrisonburg (381 N. Mason St., P.O. Box 311, Harrisonburg, Va. 22801), Newport News (648 79th St., Newport News, Va. 23605), Norfolk (# 7, Koger Executive Center, Suite 107, Norfolk, Va. 23502), Richmond (Suite 214, Commonwealth Bldg., 4615 W. Broad St., Richmond, Va. 23230), and Roanoke (Suite A, The Executive Park, 5320 Peters Creek Rd., N.W., Roanoke, Va. 24019). No fee is charged except as noted in the listing of regulations and forms below.

The Department is vested with general supervision over the administration of State taxation. Title 58, Ch. 2. It administers directly the inheritance and gift tax laws (id., Chs. 5 and 6); the tax imposed on shares of bank stock (id., Ch. 10); the retail sales and use tax law (id., Ch. 8.1); the aircraft sales and use tax law (id., Ch. 12.2); and laws imposing excise taxes on peanuts (Title 3.1, Ch. 24), soybeans (id., Ch. 25.1), hogs (id., Ch. 27, Art. 4.2), eggs (id., Ch. 27, Art. 8), malt beverages (Title 4, Chs. 1 and 2), cigarettes (Title 58, Ch. 14.2), and forest products (id., Ch. 16.1). It administers, through the commissioners of revenue and treasurers of the counties and cities, taxation of intangible personal property (id., Ch. 8), and general license taxes on businesses and occupations (id., Ch. 7). It administers directly the corporation income tax and the system of income tax withholding; the income tax on individuals and fiduciaries is normally administered through the local finance officers although returns may be filed direct with the Department. Id., Ch. 4. State taxes on recordation of documents and on probate and administration are collected by local clerks of court, but otherwise administered by the Department. Id., Ch. 3.

The Department audits tax returns; it assesses taxes directly administered by it and reviews assessments made by local officers; under some of the tax laws it may make jeopardy assessments. It may order refunds or payment of additional tax. It is authorized to issue licenses, permits, and certificates of registration for purposes of the revenue license laws, the retail sales and use tax law, and certain excise tax laws. It has the power of compulsory process and may require reports and inspect taxpayers' books and records. It may assess taxes due, with penalties and interest, when the taxpayer fails to file a proper and timely return; it may assess penalties and interest for nonpayment of taxes when due; and it may issue warrants for collection of unpaid taxes, enforceable as judgments. Title 58, Ch. 2. In some instances it may waive or remit

penalties; and it may compromise prosecutions and penalties. With respect to the major categories of taxes it may grant extensions of time for filing returns. It may hear and determine applications for correction of erroneous assessments of any tax administered by it. Id., Ch. 22.

For purposes of enforcement of the tax laws, the Department may impose requirements relating only indirectly to assessment and collection of taxes. It may, for example, issue regulations governing the transportation of malt beverages. Title 4.1, Chs. 1 and 2. It also has some regulatory authority with respect to nonrevenue matters; it may suspend or revoke the tobacco revenue licenses of wholesalers and dealers for violations of the Unfair Sales Act. Title 59.1, Ch. 2.

The Department makes regulations and prescribes forms, listed below, for the interpretation and enforcement of the various tax laws administered by it. It also issues circulars and memoranda to local commissioners of revenue, treasurers, and clerks of court containing instructions as to the handling of State taxes administered by them; these materials are not released to the public and are not listed below. In addition, it prepares forms and books for the use of local officers for the assessment of local taxes, which (except for tax return forms) also are not listed below.

EXCISE TAXES

Regulations and Instructions

Instructions Relating to Virginia Malt Beverage Excise Tax, June 1, 1972

Letter to Malt Beverage Wholesalers, re requirements for malt beverage wholesaler's bond, May 28, 1974

Letter to Tobacco Wholesalers, re legal holidays, Oct. 12, 1973

Letter to Tobacco Wholesalers, re change in discount allowable, June 3, 1974

Letter to Peanut Processors, re increase in excise tax, Sept. 11, 1973

Letter to Hog Processors, Livestock Auction Markets, and First Buyers of Feeder Pigs, re excise tax on slaughter hogs and feeder pigs, June 15, 1967

Forms

No. BT-1008, Malt Beverage Wholesaler's Report, Malt Beverages Which Exceed 3.2%, rev. July 1, 1972

No. BT-1009, Malt Beverage Wholesaler's Report, Malt Beverages Which Do Not Exceed 3.2%, rev. July 1, 1972; and No. BT-1009 B, Schedule B continuation sheet

No. BT-1012, Malt Beverage Manufacturer's or Bottler's Report, rev. July 1, 1972

Malt Beverage Manufacturer's, Bottler's or Wholesaler's Bond

No. 715, Retailer's Agreement with the State Tax Commissioner to Purchase for Resale Beverages and Beer from Manufactureres, Bottlers or Wholesalers Licensed in Virginia ...; and accompanying explanatory letter to retailer

Application for Permit to Purchase and Affix Virginia Tobacco Revenue Stamps, rev. July 1973

Tobacco Wholesaler's Check Guarantee Bond

No. TT-2, Order for Virginia Tobacco Revenue Stamps and Meter Setting, rev. June 1966 [2]

No. TT-8, Retailer's Order for Virginia Tobacco Revenue Stamps, rev. June 1966

No. TT-11, Cigarette Manufacturer's Affidavit (Unsalable Cigarettes)

No. TT-12, Application for Tobacco Tax Credit Certificate

No. TT-13, Monthly Report of Tobacco Wholesaler, rev. June 1966

No. TT-14, Monthly Report of Non-Resident Tobacco Wholesaler, rev. June 1966

Certificate of Payment of [Cigarette] Tax (includes certification by recipient as to removal from State)

No. 1034, Forest Products Tax Return, rev. July 1, 1971; and accompanying instructional notice

No. 1035, Forest Products Tax Return, Small Manufacturers and Certain Small Severers

No. 1036, Forest Products Tax Law Application for Certificate of Registration [1]

Virginia Egg Promotion Tax Report; and instructions for same

Peanut Excise Tax Return

Slaughter Hog and Feeder Pig Excise Tax Return

Virginia Soybean Assessment Report

INCOME TAXES

Regulations

Individual Income Tax Manual, 1973. \$2.00

Dividend Pamphlet for 1973 [3]

Credit for Income Taxes Paid Other States by Individuals; When Allowed by Virginia and When Not Allowed by Virginia for the Taxable (Income) Year 1972, Jan. 1, 1973 [2]

Corporation Income Tax Circular No. 1, Alternative Methods of Apportionment, Dec. 15, 1971

Corporation Income Tax Circular No. 2, Consolidated Returns, Dec. 31, 1971

Corporation Income Tax Circular No. 3, Domestic International Sales Corporations, Feb. 16, 1972

Corporation Income Tax Circular No. 4, Change of Income Tax Rate, Apr. 7, 1972

Employer Income Tax Withholding Instructions, applicable to payroll periods after July 1, 1972 [3]

Forms

No. 500, Virginia Corporation Income Tax Return; Schedule A, Multistate Corporation; and Instructions for Preparing Forms 500 and 500-S, all annual [3]

No. 500-C, Computations Relating to Underpayment of Estimated Virginia Income Tax by Corporations, annual [3]

No. 500-E, Application for Extension of Time to File Virginia State Corporation Income Tax Return [3]

No. 500-ES, Declaration of Estimated Income Tax for Corporations, annual [3]

No. 500-S, Virginia Small Business Corporation Return of Income, annual [3]

No. 501, Virginia Partnership Return of Income; and Instructions for Preparing Form 501, both annual [3]

No. 740, Waiver of Time Limitation on the Assessment of Omitted or Additional Virginia State Income Taxes [2]

No. 760, Virginia Individual Income Tax Return; and Instructions for Preparing Virginia Individual Income Tax Returns (for Form 760), both annual [3]

No. 760-C, Computations Relating to Underpayment of Estimated Virginia Income Tax by Individuals, annual [3]

No. 760-E, Application for Extension of Time to File Virginia State Individual or Fiduciary Income Tax Return, rev. Dec. 1973 [3]

No. 760-ES, Virginia Declaration of Estimated Income Tax, annual [

3]

No. 760-ES1, Virginia Estimated Income Tax Worksheet, annual [2]

No. 760-PY, Virginia Individual Income Tax Return, Part-Year Resident, annual [3]

No. 760-S, Short Form Virginia Individual Income Tax Return, annual [3]

No. 760-X, Amended Virginia Individual Income Tax Return, annual [3]

No. 763, Virginia Nonresident Income Tax Return; and Instructions for Preparing Form 763, both annual [3]

No. 763-S, Special Nonresident Individual Income Tax Return, annual [3]

No. 770, Virginia Fiduciary Income Tax Return, annual; and Instructions for Preparing Form 770 [3]

No. Va.-1, Employer's Virginia Income Tax Withholding Registration Form, rev. Feb. 1974 [3]

No. Va.-3, Certificate [by employee] of Nonresidence in the Commonwealth of Virginia [3]

No. Va.-4, Virginia Employee's Withholding Exemption Certificate, rev. Jan 1, 1972 [3]

No. Va.-5, Employer's Return of Virginia Income Tax Withheld, rev. Sept. 1973, and No. Va.-5A (employer's copy), rev. July 1974 [3]

Nos. Va.-5 and Va.-6, combination Employer's Return of Virginia Income Tax Withheld and Employer's Annual or Final Summary of Virginia Income Tax Withheld, rev. Sept. 1973

No. Va.-6, Employer's Annual or Final Summary of Virginia Income Tax Withheld, and No. Va.-6A (employer's copy), rev. Dec. 1972 [3]

No. Va.-7, Delinquent Employer's Return of Virginia Income Tax Withheld, rev. Mar. 1973, and No. Va.-7A (employer's copy)

INHERITANCE GIFT, AND PROBATE TAXES

Regulations

Virginia Inheritance, Gift and Recordation Taxes, 1973. \$1.50. (While the major part of this booklet reprints the pertinent portions of the statutes, it contains some 20 pages of information and instructions respecting inheritance and gift tax requirements.) [2]

Bond Issues Exempt from Virginia Inheritance Taxation, June 12, 1974

Forms

No. 4, Application for Transfer of Securities

No. 44, Inheritance Tax Return (Estates of Resident Decedents) [3]

No. 44-1, separate print of last page of No. 44, rev. July 1, 1973, containing excerpts from statutes and some instructions respecting filing of fiduciary income tax return for estates and trusts [2]

No. 44a, Supplemental Report of Personal Representative, rev. July 1, 1973 [3]

No. 50, Inheritance Tax Return (Estates of Nonresident Decedents); and No. 50a, Virginia Inheritance Tax Classes, Rates and Exemptions, both rev. July 1, 1973 [3]

No. 55, Gift Tax Return [3]

No. PT-1, Probate Tax Return, July 1, 1974

RETAIL SALES AND USE TAX

Regulations

Virginia Retail Sales and Use Tax Rules and Regulations, rev. July 1, 1969 [3]

4% Virginia Sales Tax Table, for Use on and After July 1, 1968 [3]

Sales and Use Tax Circulars

No. 1, Industrial Exclusions, Oct. 21, 1971 [2]

No. 2, Sales of School Textbooks, Nov. 8, 1971 [2]

No. 3, Container Deposit Charges, Nov. 17, 1971 [2]

No. 4, Construction Contractors Engaged in Manufacturing, Dec. 31, 1971

No. 5, 1972 Legislation Affecting the Application of the Virginia Sales and Use Tax, May 5, 1972 [2]

No. 6, Sales Tax Exemption of Machinery Used in Harvesting of Forest Products, July 10, 1972 [2]

No. 7, Sales and Use Tax Refund Provisions Relating to Real Estate Contractor's Purchase of Tangible Personal Property Which Will Be Used Solely in Tax Exempt Contracts Outside of Virginia, June 1, 1973 [2]

No. 8, Sales Tax Exemption Pertaining to Manufacturing, Processing, Refining, or Conversion, June 1, 1973 [2]

Information Sheets

Status of Floor Coverings under the Virginia Retail Sales and Use Tax Act, July 1, 1970 [2]

1972 Legislation Affecting the Application of the Virginia Sales and Use Tax, July 1, 1972 [2]

Memorandum Relating to the Mining Industry in Virginia and the application of the Virginia Retail Sales and Use Tax Act Thereto, undated [2]

Tangible Personal Property ... Exempt from the Virginia Retail Sales and Use Tax When Purchased by a Farmer for His Use in Agricultural Production for Market, undated [3]

Important Sales and Use Tax Information, Oct. 11, 1972 [2]

Forms

No. ST-1, Dealer's Application for Certificate of Registration, rev. July 1973 [3]

No. ST-1A & 2A, Information on Delinquencies, rev. June 1973 [2]

No. ST-2, Dealer's Application for Certificate of Registration for Collection of Virginia Use Tax, rev. Jan. 1, 1968 [2]

No. ST-6, Direct Payment Permit Sales and Use Return, rev. June 1973; No. ST-6A (permit holder's copy with instructions for Form ST-6B), rev. Aug. 1973; and No. ST-6B, Schedule of Local Sales and Use Taxes, rev. Aug. 1973 [2]

No. ST-7, Consumer's Use Tax Return, rev. Aug. 1973; No. ST-7A (taxpayer's copy with instructions), rev. Jan. 1, 1973; and No. ST-7B, Schedule of Local Consumer Use Taxes, rev. Sept. 1973 [2]

No. ST-8, Out-of-State Dealer's Use Tax Return, July 1973, and No. ST-8A, Instructions for Preparing Form ST-8, rev. Aug. 1973 [2]

No. ST-8D, Delinquent Out-of-State Dealer's Use Tax Return, July 1973 [2]

No. ST-9, Dealer's Retail Sales and Use Tax Return, rev. July 1973; No. ST-9A, Dealer's Work Sheet for Computing State and Local Retail Sales and Use Tax, rev. July 1973; and No. ST-9B, Schedule of Local Sales and Use Taxes, rev. July 1973 [2]

No. ST-9C, Retail Sales and Use Tax Return - Replacement, rev. Aug. 1973 [2]

No. ST-9D, Delinquent Dealer's Retail Sales and Use Tax Return, rev. July 1973 [2]

No. ST-10, Sales and Use Tax Certificate of Exemption (for use by Virginia dealer purchasing property for resale, lease, or rental, or packaging materials etc.) [3]

No. ST-11, Sales and Use Tax Certificate of Exemption (for use by manufacturing, processing, refining, converting, and mining business, research and development, etc.), rev. July 1, 1972 [3]

No. ST-12, Sales and Use Tax Certificate of Exemption (for use by the State or a political subdivision, or the United States) [3]

No. ST-13, Sales and Use Tax Certificate of Exemption (for use by a nonprofit college, school, hospital, nonprofit nursing home, volunteer fire department or rescue squad, rev. July 1, 1972) [3]

No. ST-14, Sales and Use Tax Certificate of Exemption (for use by out-of-state dealer) [3]

No. ST-15, Sales and Use Tax Certificate of Exemption (for use by farmer whose sales do not exceed \$1,500 annually) [3]

No. ST-16, Sales and Use Tax Certificate of Exemption (for use by watermen), rev. July 1, 1973 [3]

No. ST-17, Sales and Use Tax Certificate of Exemption (for use by harvesters of forest products), rev. July 1, 1972 [3]

No. ST-18, Sales and Use Tax Certificate of Exemption (for use by farmer whose sales exceed \$1,500 annually) [3]

No. ST-19, Sales and Use Tax Certificate of Exemption (for use by shipping lines and ship building companies) [3]

No. ST-20, Sales and Use Tax Certificate of Exemption (for use by certain public service corporations, radio and television companies, and airlines), rev. July 1, 1972 [3]

No. ST-36, Waiver of Time Limitation on Assessment of Taxes [2]

MISCELLANEOUS

Regulations

Taxation of Banks and Trust Companies in Virginia and Their Stockholders, Jan. 1, 1972; and Supp., Jan. 1, 1973 [1]

Capital Not Otherwise Taxed: Official Information, rev. Sept. 15, 1959 [1]

Schedule of Cost of State Licenses Issuable by Commissioners of the Revenue, rev. Dec. 31, 1972 (also contains reprints of or references to pertinent statutes) [3]

Regulation ... on the Direct Shipment of Beverages and Beer to United States Military or Naval Reservations, June 29, 1956

Letter to All Tobacco Wholesalers, re Virginia Unfair Sales Act, Feb. 20, 1974

Forms

No. 63, Report of Condition; No. 64, Return of Shares of Stock issued by Banks and Trust Companies, annual; and Schedule D-1 of Form 64 [1]

No. 700, Application for State License, annual [3]

No. 700-A, Application for State License for Coin-Operated Machine, annual [1]

No. 700-B, Application for Registration, Carnivals, Circuses, Menageries and Side Shows; accompanying explanatory letter; and Carnival or Circus Bond

No. 703-A, Coin Machine Operator's List of Machines on Location [1]

No. 761, Return of Capital Not Otherwise Taxed, annual

No. 762, Return of Tangible Personal Property, Machinery and Tools, and Merchants' Capital (For Local Taxation Only) [3]

Application for Qualification as a Coin Machine Operator; and Coin Machine Operator's Bond

TREASURY AND TREASURY BOARD, DEPARTMENT OF

Regulations are available at the Department's office, Rm. 102, Finance Bldg., Richmond, Va. 23215.

Banks, public utilities, life insurance companies, and others are required to report annually and pay or deliver to the Department abandoned property held by them; the Department is authorized to hear and determine claims to such property and to make regulations to carry out the act. Title 55, Ch. 11.1. The Treasury Board, composed of the State Treasurer, the Comptroller, and the State Tax Commissioner, is authorized to prescribe the terms and conditions under which banking institutions may act as depositories for public funds, including security requirements. Title 2.1, Ch. 23. The Board has issued regulations and forms, not listed herein.

Regulations

Administrative Procedures Pertaining to the Uniform

Disposition of Unclaimed Property Act. [, 1961]

Forms

No. 601 Treas., Report of Property Subject to the Uniform Disposition of Unclaimed Property Act

No. 602 Treas., Detailed Report by Life Insurance Companies of Property Subject to the Uniform Disposition of Unclaimed Property Act

No. 604 Treas., Remittance Advice for Property Presumed Abandoned

No. 605 Treas., Detail of Items Reported

No. 606 Treas., Detail of Items Removed

No. 608 Treas., Claim for Recovery of Property Presumed Abandoned

No. 609 Treas., Requisition by Holder for Return of Unclaimed Property Placed in Custody of State Treasurer

VETERINARY EXAMINERS, BOARD OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license veterinarians and animal technicians, and to accredit veterinary schools and colleges and approve programs of practical training. It may enter into reciprocal arrangements with licensing authorities of other states, establish standards for licensure and professional conduct, and make regulations governing the conduct of veterinary and animal hospitals and otherwise to carry out the statute; and it may inspect premises. Title 54, Chs. 1.1 and 19. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts. 1974, Ch. 534, cl. 3.

Regulations and Forms

Regulations adopted May 29, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, effective Feb. 19, 1968; and amendments effective July 1, 1974

Application for Examination by Board of Veterinary Examiners for Certificate to Practice Veterinary Medicine and Surgery; Instruction Sheet for same, June, 1969; Endorsement; and special instructions for foreign-educated applicants

Application for Examination by Board of Veterinary Examiners for Certificate as Animal Technician; Certification of Practical Training; Endorsement; and information respecting subjects to be covered in examination

License Renewal Applications: Veterinarian; Certified Animal Technician

Form of Intent (of veterinarian to employ technician in training)

VISUALLY HANDICAPPED, VIRGINIA COMMISSION FOR THE

Regulations are available at the Commission's principal office at 3003 Parkwood Ave., Richmond, Va. 23221, at a cost of 50 cents per page.

The Commission is vested with general supervision over administration of State and local aid to the legally blind and other visually handicapped persons, and is responsible for administration of federal grants to the State for social service programs, in addition to supervision of social services provided for the blind by local departments of welfare. It is authorized to provide programs of special education, rehabilitation teaching and rehabilitation, and library services, and to operate workshops for employment of the blind. Title 22, Ch. 1.1; Title 63.1, Chs. 3 and 5. It is directed to maintain a register of the blind in the State, and physicians and others are required to report to the Commission the names and addresses of persons determined to be blind. Title 63.1, Ch. 5. It may license and supervise the operation by blind persons of vending stands in public and private buildings, may license the use by public or private agencies or individuals of stamps or labels identifying articles as made by blind persons, and may make regulations for the administration of these provisions. *Id.*, Ch. 8. The Commission is also authorized to prepare and implement a plan for a State- and locally-funded auxiliary grants program to supplement the federal program for public assistance payments to the blind. *Id.*, Ch. 5.

The Commission has issued regulations, manuals, instructions, and forms governing the various programs under its administration, as well as procedural regulations applicable to complaints or grievances concerning any services offered directly by the Commission. To the extent that they relate exclusively to benefits, these materials are not listed below.

Regulations and Forms

Regulations Governing the Sale and Distribution of Goods and Articles Made by Blind Persons, effective Feb. 1, 1967; with form for application for registration and permit, effective Feb. 1, 1967

Rules and Regulations Governing the Vending Stand Program for the Blind, undated

Standards for the Efficient Operation of the Vending Stand Program, undated

VOCATIONAL REHABILITATION, DEPARTMENT OF

The Department is designated as the State agency to receive and administer federal funds for vocational rehabilitation of persons disabled in industry or otherwise; it is authorized to operate the Woodrow Wilson Rehabilitation Center at Fishersville, and to provide courses of vocational training and other services and facilities for such disabled persons. Title 22, Ch. 15.1. It has issued a comprehensive State plan for administration of the State's vocational rehabilitation program, effective in all political subdivisions, available from the Commissioner in the Department's office at 4615 W. Broad St., Richmond, Va. 23230.

WATER AND WASTEWATER WORKS OPERATORS,
BOARD FOR THE CERTIFICATION OF

Regulations are available from the Director of the Department of Professional and Occupational Regulation, Ninth Street Office Bldg., P. O. Box 1-X, Richmond, Va. 23202. The Board is a separate agency within that Department; the Director of the Department acts as its secretary and administrative officer. Title 54, Ch. 24.

The Board is authorized to license operators of waterworks and wastewater works, to prescribe standards for licensure and professional conduct, and to make regulations to carry out the licensing act. Title 54, Chs. 1.1 and 16.1. Various provisions of the licensing act were repealed in 1974; the repealing act directed affected regulatory boards to adopt as regulations the repealed Code sections. Va. Acts 1974, Ch. 534, cl. 3.

Regulations and Forms

Rules and Regulations adopted May 31, 1974, pursuant to Va. Acts 1974, Ch. 534, cl. 3, in Department of Professional and Occupational Regulation, Rules and Regulations [, 1974]

Rules and Regulations, June 15, 1973

Application as an Operator of Water or Wastewater Works; and Instruction Sheet for same

License Renewal Applications: Water Works Operators 1 through 4; Water Works Operators LTD 1 through LTD 4; Waste Water Operators 1 through 4; Waste Water Operators LTD 1 through LTD 4

WATER CONTROL BOARD, STATE

Copies of general regulations and standards are available at the Board's office at 2111 N. Hamilton St., P. O. Box 11143, Richmond, Va. 23230. Interim, phased, and metropolitan/regional water quality management plans are available for public inspection at the same place. Copies of all of these materials are also filed with the Secretary of the Commonwealth.

The Board is responsible for administration of the State Water Control Law. It is authorized to establish standards of quality for State waters, policies and programs for area- or basin-wide quality controls, and requirements for treatment of sewage and industrial and other wastes, and to make regulations to control pollution from boats and otherwise to carry out the act. It may, on approval of antipollution facilities, license the discharge of industrial and other wastes, and the handling, storage, distribution, and production of other wastes. Jointly with the Department of Health, it is vested with supervision of sewerage systems and sewage treatment works, and it may license such systems and works designed to serve more than 400 persons. It may inspect premises, require reports, and order cessation of unlawful practices or the taking of affirmative action to achieve compliance. Title 62.1, Ch. 3.1. The Board is also directed to formulate a coordinated State policy, plans, and programs for the conservation and economic development of the State's water resources. Id., Ch. 3.2.

The Board shares with the Department of Health responsibility for administration of the Groundwater Act of 1973. The Board may designate critical groundwater areas, issue certificates of groundwater rights to prior users in such areas, license acquisition or enlargement of uses, and approve users' agreements. Jointly with the Department, it may prescribe standards for construction, maintenance, and abandonment of wells, and approve artificial water storage. Title 62.1, Ch. 3.4.

The Board is also authorized to administer programs of State and federal financial assistance for purposes of water quality control and conservation. Title 62.1, Chs. 3.1 and 3.2. Its regulations respecting grants are not listed below.

General Regulations

Rules of Practice: Hearings and Appearances before the Board [, effective Nov. 11, 1970]

General Regulations under State Water Control Law: Regulations No. 1, effective Apr. 1, 1949; No. 2, effective Sept. 16, 1949; No. 3, effective Aug. 17, 1956; No. 4, effective Aug. 17, 1956; and Requirement No. 1, effective July 7, 1961

Regulation No. 5, Control of Pollution from Boats, effective Mar. 7,

1973

Board Policies Concerning Sewerage Works, effective June 23, 1971

Information to Be Submitted in Applying for Certificates to Discharge or Control Treated Industrial Wastes or Other Wastes, Nov. 1972

Procedure for Application for Certification from the Virginia State Water Control Board as Required by Section 21(b) (1) of the Federal Water Quality Improvement Act of 1970 [, June 1971]

Water Quality Standards

Water Quality Standards, Commonwealth of Virginia, effective July 20, 1970; addendum, undated; amendments effective May 27, 1973; and supplementary orders respecting particular streams, effective May 25 and Sept 12, 1974

Effluent Standards for Particular Areas:

Chickahominy Watershed above Walkers Dam, effective Mar. 31, 1971

Potomac River embayments from Jones Point to Marlboro Point [, effective Aug. 14, 1971]

Potomac River embayments from Marlboro Point (Aquia Creek) to the Route 301 Bridge [, effective July 18, 1974]

Rappahannock River Basin above proposed Salem Church Dam [, effective Dec. 3, 1972]

Water Quality-Wastewater Management Plans and Policies

(Not listed are various interim or phased plans and policies for particular areas.)

Policy for Waste Treatment and Water Quality Management in the Occoquan Watershed, effective Aug. 29, 1971, reprinted July 28, 1971. (Contains both long-range and interim plans.)

WELFARE, DEPARTMENT OF

Regulations concerning public assistance are available at the office of the Director of the Department at 201 E. Cary St., Richmond, Va., and are also distributed to all local departments of public welfare. A fee may be imposed for large numbers of copies of regulations. Licensing regulations are available at the office of the Director and are also distributed to all applicants and licensees.

The Department has supervision over the administration of public assistance and service programs by local welfare agencies, including various federally reimbursed programs as well as programs not federally reimbursed. Title 63.1, Chs. 1, 2, 3, 4, 6, 6.2, 6.3, 7, 11.1, 13 and 14. Its State Board is authorized to make regulations for administration of such programs, and to decide appeals by applicants for or recipients of assistance from decisions of local welfare boards. For purposes of the federal programs, the Department is also responsible for the preparation of State plans in compliance with federal requirements. It has issued regulations and plans governing federally funded or reimbursed programs including aid to dependent children, aid to dependent children-foster care, work incentive program, State supplementation of federal Supplemental Security Income benefits, emergency assistance to needy families with children, services to adults and children, the food stamp program, and the personnel plan; and regulations governing administration of regular foster care, general relief programs, and certain service programs not federally reimbursed. Although the State Health Department administers the Medicaid program, the Welfare Department is responsible for the determination of eligibility for Medicaid and has issued regulations therefor. These regulations, not listed below, are comprised of manuals and administrative releases.

It is also empowered to cooperate in any human service delivery program instituted by the Governor pursuant to Title 63.1, Ch. 15.

The Department also has the duty of making investigations, or directing local welfare agencies to make investigations, at the request of courts in adoption proceedings, as well as to make adoptive placements and preserve adoption reports. Title 63.1, Chs. 10 and 11. It has issued regulations therefor, not listed below.

The Department is authorized to license and make regulations governing public and private homes for aged, infirm, indigent, and incapacitated persons (Title 63.1, Ch. 9) and private child placing and child care homes, agencies, and institutions (id. , Ch. 10).

HOMES FOR THE AGED

Regulations

Standards and Regulations for Homes for the Aged, 1971

Forms

No. H-1606, Application for License to Operate a Home for the Aged, Jan. 1964

No. H-2025, Application for Renewal of License to Operate a Home for the Aged, Jan. 1964; and attachment, Staff Information Sheet

No. W-2002, Facts About Licensing Homes for Adults in Virginia

Calculations for Homes for Adults (room measurements, window space, furniture, etc.)

Medical form, for use by home

Permission for Department to secure information from physician

CHILD CARE AND PLACEMENT

Regulations

Minimum Standards for Licensed Child Caring Institutions, Jan. 1973

Minimum Standards for Licensed Family Day Care Homes, May 1974

Minimum Standards for Independent Foster Homes, Mar. 15, 1949 (published as "Minimum Standards for Family Day Care Homes and Independent Foster Homes")

Minimum Standards for Licensed Child Care Centers, Sept. 12, 1967

Minimum Standards for Licensed Child Placing Agencies, Jan. 1973

Licensing Procedures, Institution Type Child Care Centers and Child Caring Institutions, Mar. 1970

Statement of Philosophy, Group Day Care, Dec. 1967

Forms

No. W-2524, Application for State License to Operate a Family Day Care Home or Independent Foster Home for Children

No. W-1283, Application for Renewal of State License to Operate a Family Day Care Home or Independent Foster Home for Children, Jan. 1970

No. W-2251, Application for State License to Operate a Child Care Center, Nov. 1970; No. W-2270, Staff Information attachment, May 1971; and No. W-2256, Suggested Play Equipment and Materials, Oct. 1968

No. W-2250, Application for Renewal of License to Operate a Child Care Center, Oct. 1968; with copy No. W-2270 and No. W-2256

No. W-1317, Application for State License to Operate a Child Caring Institution Sponsored by a Corporation or an Individual, rev. Nov. 1968; and attached Staff Information Sheet

No. W-1318, Application for Renewal of License to Operate a Child Caring Institution Sponsored by a Corporation or an Individual, rev. Nov. 1968; and attached Staff Information Sheet

No. 1039, Application for a License for a Child Placing Agency, rev. Jan. 6, 1969

