

BOARD FOR BRANCH PILOTS

Tentative MEETING AGENDA

December 11, 2023 at 10:30 a.m.

VPA Board Room

Norfolk, Virginia

1. Call to Order
2. Safety Evacuation Instructions
3. Approval of Agenda
4. Approval of Minutes
 - September 14, 2023, Board Meeting
5. Public Comment Period*
6. Acknowledgment of the 240th Anniversary of the Board for Branch Pilots
7. Briefing on Dredging Projects – Cathie Vick, Chief Development & Public Affairs Officer, Port of Virginia
8. Branch Pilot Retirement Announcement
9. Exam Administrator’s Report
10. Consideration of Renewal of Licenses – December 4 & 5, 2023
11. Review and Renewal of Virginia Pilot Association’s Apprenticeship Training Program
12. Review of Regulations Pursuant to §54.1-100 of the *Code of Virginia*
13. The Future of Nautical Charts
14. Branch Pilot Guidance Document
15. Notification Letter – Captain Boggs – MV HYUNDAI VICTORY
16. Financial Disclosure Statements
17. Regulatory Update
 - General Review
 - Public Hearing
 - Fee Adjustments
 - Technical changes to marijuana regulations
18. Financial Statements
19. Other Business

20. Conflict of Interest Forms / Travel Vouchers

21. Adjourn

*Five minute public comment, per person, with the exception of any open disciplinary or application files. See page two for instructions on providing public comment.

***The meeting is open to the public; however, a portion of the Board's business may be discussed in closed session pursuant to Va. Code § 2.2-3711(A)(8).*

NEXT BOARD MEETING SCHEDULED FOR MARCH 14, 2024 AT 10:30 A.M.

Agenda materials made available to the public do not include written advice of legal counsel or other information protected by the attorney-client privilege pursuant to Va. Code § 2.2-3705.1(2).

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- **Call to Order**
- **Safety Evacuation Instructions**

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**BOARD FOR BRANCH PILOTS MEETING
MINUTES**

The Virginia Board for Branch Pilots met on September 14, 2023, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Aaron Anseeuw
Captain E. Waightstill Avery
I. Vincent Behm, Jr
Captain Robert H. Callis, III
Captain J.W. Whiting Chisman, III
Michael W. Coleman
Captain January N. Collins
Patrick B. McDermott
Christine N. Piersall

Staff present for all, or part of the meeting were:

Tom Payne, CID Deputy Director
Kathleen R. Nosbisch, Executive Director
Kerri O'Brien, Communications and
Digital Media Manager
Ecila Williams, Administrative Coordinator

Demetrios J. Melis, Director and Kishore Thota, Chief Deputy Director, were not present at the meeting with regrets.

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Member of the Audience included:

Mark Coberly, Manager, Maritime Law Department, Representative from Woods Rogers
Vandeventer Black PLC
Zachary Dodson, VPA
Matthew Morse, VPA
Austin Capps, VPA
Laura Outland, VPA
Kate Dodson
Keith Dodson
Kim Starr
Katie Wendell
Grace Morse
Jennie Capps
Nelva Capps
Connor Capps

Finding a quorum of the Board present, Mr. Coleman, President, called the meeting to order at 1:03 p.m.

Call to Order

Ms. Nosbisch advised the Board of the emergency evacuation procedures.

**Safety
Evacuation
Instructions**

Ms. Nosbisch introduced Ms. Williams as the new Administrative Coordinator, Mr. Payne and Ms. O'Brien.

Introductions

Captain Avery moved to approve the agenda. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

**Approval of
Agenda**

Mr. McDermott moved to approve the minutes from the June 12, 2023 Board meeting. Mr. Behm seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott and Piersall.

**Approval of
Minutes**

There was no public comment.

**Public
Comment
Period**

Captain Callis provided the Board with a report of examinations conducted by the Exam Administrators on September 14, 2023. The following committee members were present, Captains: Avery, Callis, Chisman, and Collins. The following report was made:

**Exam
Administrator's
Report**

Austin C. Capps answered oral questions related to the initial license. The subjects included courses and distances from CH Buoy to the James River Bridge and to Town Point, local traffic, safe anchoring positions in Lynnhaven, Sewell's Point and Newport News, anchoring techniques, bridge clearances, docking and undocking situations with, and without towboats, pilot/dockmaster relationship, the master/pilot exchange of information, use of the auxiliary channel, bank cushion and suction, meeting and overtaking situations, propulsion and steering systems, safe vessel speed, under keel clearance, reduced visibility, proper usage of personal and ship's navigation equipment, emergency ship handling, vessel and terminal security, state and federal regulations, the duties of a Limited Branch Pilot, personal conduct, fatigue, prescription drugs, chemical testing, the role of the MRO (medical review officer) and reportable incidents. Austin C. Capps is a graduate of Virginia Military Institute, and he has successfully completed the first two years of the Virginia Pilot Association apprenticeship program.

After considering the results of the examination, Captain Callis moved Austin C. Capps for an Alpha License (25,000 gross tons and 28 feet maximum draft). Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Matthew C. Morse answered oral questions related to the initial license. The subjects included courses and distances from CH Buoy to the James River Bridge and to Town Point, local traffic, safe anchoring positions in Lynnhaven, Sewell's Point and Newport News, anchoring techniques, bridge clearances, docking and undocking situations with, and without towboats, pilot/dockmaster relationship, the master/pilot exchange of information, use of the auxiliary channel, bank cushion and suction, meeting and overtaking situations, propulsion and steering systems, safe vessel speed, under keel clearance, reduced visibility, proper usage of personal and ship's navigation equipment, emergency ship handling, vessel and terminal security, state and federal regulations, the duties of a Limited Branch Pilot, personal conduct, fatigue, prescription drugs, chemical testing, the role of the MRO (medical review officer) and reportable incidents. Matthew C. Morse is a graduate of the United States Merchant Marine Academy, and he has successfully completed the first two years of the Virginia Pilot Association apprenticeship program.

After considering the results of the examination, Captain Callis moved Matthew C. Morse for an Alpha License (25,000 gross tons and 28 feet maximum draft). Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Zachary Stewart Dodson provided a chart sketch of the sealanes and answered oral questions related to the raise in grade. The subjects included safe anchoring positions in Lynnhaven, Sewell's Point, and Cape Charles, anchoring deep loaded vessels, tidal sailings and arrivals, movement guidelines for New Panamax vessels, movement rules for ULCVs (Ultra Large Container Vessels), Thimble Shoal's Channel dredging project, effects of current on deep draft vessels, effects of wind on large surface area vessels, calculating adequate towboat power, under keel clearance, vessel squat, deep-water route, emergency ship handling, naval nomenclature and chain of command, and safe vessel speed. As required by the Virginia Pilot Association apprenticeship program, Zachary Stewart Dodson has acquired his inland master's license, and Zachary Stewart Dodson has successfully completed the Virginia Pilot Association Apprenticeship program.

After considering the results of the examination, Captain Callis moved Zachary Stewart Dodson for a raise in grade from a Hotel classification (91,000 gross tons and 47 feet maximum draft) to a Branch Pilot. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Ms. Peay arrived at 1:10 p.m.

**Arrival of
DPOR Staff**

The Board took a brief recess to review limited and unlimited Branch Pilot charts.

Recess

Ms. Nobsch informed the Board that public comment for Periodic Regulatory Review started on July 17, 2023 ended August 7, 2023, and there were no comments. Captain Chisman moved to retain the current regulations as is. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

**Regulatory
Update**

Ms. Nobsch informed the Board that the proposed language to add “marijuana” to regulations 18VAC45-20-40 and 18VAC45-20-50 is now at the Governor’s Office for review.

Ms. Nobsch informed the Board that the general review of regulations is with the Regulatory Affairs Manager awaiting review.

Ms. Nobsch informed the Board that Mr. Payne and Ms. O’Brien created a draft of the Major Incident Response Plan per the Board’s request. Mr. Payne stated the plan is a rough draft and outlines the roles, responsibilities and procedures that will guide DPOR and the Board in promptly sharing information with the appropriate channels, individuals, and departments in the event of a serious incident. Ms. O’Brien stated that this will be used as a framework and a guide to finalize a plan for the Board.

**Major
Incident
Response Plan**

Captain Chisman stated having a media manager amid an emergency is needed. Mr. Coleman suggested that Ms. O’Brien contact the Maryland Branch Pilot Board for additional information on how they respond to major incidents. Mr. Coleman stated that a committee is needed to review the major incident response plan. Mr. Anseeuw, Mr. Behm, and Captain

Chisman were appointed by Mr. Coleman to the committee. A meeting date for the committee and DPOR staff will be confirmed before the next board meeting.

Ms. Nosbisch informed the Board that Branch Pilots are not exempt from being a part of Universal Licensing Recognition (ULR). Mr. Behm stated the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) was exempt during the General Assembly session and inquired why the Board was not a part of that exemption. Ms. Nosbisch informed the Board that they can speak with their local legislature as a citizen of the Commonwealth, not as a board member, about their position regarding ULR as it pertains to Branch Pilots.

**Universal
License
Recognition
Update**

After a long discussion, Mr. Behm moved to have the Board to take a position as a Board to have the Branch Pilots exempt from ULR. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Ms. Nosbisch stated the Positive Results Reporting Protocol was provided for informational purposes. Mr. Coleman's information will be amended and updated.

**Positive
Results
Reporting
Protocol**

Ms. Nosbisch stated the financial statements were provided for informational purposes.

**Financial
Statements**

There was no other business.

Other Business

Conflict of Interest forms and travel vouchers were completed by all members present.

**Conflict of
Interest Forms
and Travel
Vouchers**

Mr. Behm, Ms. Peay, Mr. Payne, and Ms. O'Brien departed the meeting at 2:05 p.m.

**Departure of
Board
Member and
DPOR Staff**

COIA Training was presented to the following Messrs., Mme. and Captains:
Anseuw, Avery, Callis, Chisman, Coleman, Collins, McDermott, and
Piersall.

COIA
Training

The meeting adjourned at 2:40 p.m.

Adjourn

Michael Coleman, President

Demetrios Melis, Secretary

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- **Public Comment**
- **Acknowledgment of the 240th Anniversary of the Board for Branch Pilots**
 - Briefing on Dredging Projects – Cathie Vick, Chief Development & Public Affairs Officer, Port of Virginia**
- **Branch Pilot Retirement**
 - **Dale Meyer**

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- **Exam Administrator's Report**
- **Consideration of Renewal of Licenses**

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VIRGINIA PILOT ASSOCIATION

Learning Resource Modification

2023

The Apprenticeship Committee recommends the following changes be made to the Apprenticeship Program for 2023:

1. Learning Objective 7.17 (b) *“Describe regulations and restrictions of chart 12208”*

Revise *“Target Date for completion”* to include *“1 week, 3 weeks”*

The local knowledge examination of each chart has always been taken at the time each chart is drawn. In order for this practice to be consistent, the target date for completion of learning objective 7.17 (b) should mirror the target date of completion for the drawing of the chart, objective 7.17 (a).

2. Learning Objective 4.3, *“Complete Mid Atlantic Maritime Academy Courses”*

Revise Learning Objective *“Complete MidAtlantic Maritime Academy Courses”* to *“Complete USCG Approved Courses”*.

Revise Learning Resources and Strategies to *“USCG Approved course list”*.

This will maintain consistency with the revision of the same changes made elsewhere in Apprenticeship documents changed in 2019.

3. Learning Objective 7.4 *“Identify Courses and Distances to destinations”*

ADD Learning Resources and Strategies to include *“charts 12221 and 12241”*.

Now that Cape Charles and the York River have become a part of initial licensing, it is necessary that Apprentices begin to learn the courses and distances upon the York River and York Spit Channel in addition to those for Hampton Roads.

4. **Remove** Learning Objective 4.15 “*Complete Advanced Maneuvering Simulator Course*”

During the first two years, an Apprentice must satisfactorily complete coursework in many areas of study related to navigation. Additionally, they are exposed to a wide variety of maneuvering exercises on both manned models and simulators.

They spend an introductory week of training on manned models at Maritime Pilots Institute (MPI) in Louisiana and a week of advanced ship handling on manned models at Warsash, in England. They spend 80 hours at MPI focusing on the following areas of study, most of which already include maneuvering exercises on the simulator:

- i. Emergency Shiphandling for Pilots
- ii. Pilot Electronics
- iii. Bridge Resource Management for Pilots
- iv. Restricted visibility navigation
- v. Sea IQ – the software used on VPA portable pilot units
- vi. Azipod Shiphandling
- vii. Electronic Chart Display Information System

The learning objective 4.15 is currently satisfied with the courses and objectives already in place and therefore should be removed from the Apprentice Learning Objectives.

5. Learning Objective 4.8 “*Complete Bridge Resource Management Course*”

Revise Learning Objective “*Complete Bridge Resource Management Course*” to “*Complete Bridge Resource Management Course for Pilots*”

Revise Learning Resources and Strategies from “*USCG Approved*” to “*American Pilot Association (APA) Approved*”

6. Learning Objective 7.5 “*Draw Chart 12222*”

Revise Learning Objective from “*Draw Chart 12222*” to “*Draw Chart 12222 (Cape Henry to Old Point Comfort)*”

7. Learning Objective 7.10 “*Draw Chart 12245*”

Revise Learning Objective from “Draw Chart 12245” to “Draw Chart 12245 (Old Point Comfort to Craney Island and the James River Bridge)”

8. Learning Objective 7.16 (a) “Draw Chart 12253”

Revise Learning Objective from “Draw Chart 12253” to “Draw Chart 12253 (From Craney Island to the Southern and Eastern Branches of the Elizabeth River)”

9. Learning Objective 7.36 (a) “Draw Chart 12221”

Revise Learning Objective from “Draw Chart 12221” to “Draw Chart 12221 (Cape Charles Anchorage/Wolf Trap)”

10. Learning Objective 7.36 (b) “Draw Chart 12241”

Revise Learning Objective from “Draw Chart 12241” to “Draw Chart 12241 (The York River)”

11. Learning Objective 9.2 “Attend MAMA for License Review”

REMOVE Learning Objective 9.2 “Attend MAMA for License Review”

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➤ **Review of Regulations
Pursuant to §54.1-100 of the
Code of Virginia**

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- **The Future of Nautical Charts**
- **Financial Disclosure Statements**

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Guidance Document

To: Regulants & Other Members of the Public
From: Virginia Board for Branch Pilots
Date: August 1, 2012
Re: License Renewal Requirements

Purpose

The purpose of this document is to clarify what branch pilots are required to provide as proof of a satisfactory physical examination conducted within the immediately preceding 60 days of renewal.

Background

§ 54.1-906 of the *Code of Virginia* mandates all licenses issued by the Board shall expire on December 31 of the year in which issued. Every pilot who holds a license as a branch pilot shall appear before the Board every twelve months, and, if the Board deems him qualified, it shall renew his license, which shall continue his term of office for one year following each renewal. Upon each renewal he shall appear before the clerk before whom he originally qualified, and renew his oath of office, but the bond given by him shall remain in force.

18VAC45-20-20 License Renewal.

- A. Each pilot seeking renewal of his license shall complete a renewal application, comply with the provisions of these sections, and appear before the board or its License Renewal Committee which shall determine if he possesses the qualifications to be renewed.
- B. Any limited branch pilot seeking to renew his license shall meet the following standards:
 1. Furnish to the board evidence of a satisfactory physical examination conducted within the immediately preceding 60 days;
 2. Furnish to the board evidence that he has transited the waters embraced by his license during the preceding 12 months;
 3. After three years of licensure as a limited branch pilot, possess a valid First Class Pilot License issued by the United States Coast Guard for the same waters as his limited branch. Any such federal license acquired after January 1994 shall include an Automated Radar Plotting Aids (ARPA) radar certificate; and
 4. Pay a license renewal fee of \$60. Each check or money order is to be made payable to the Treasurer of Virginia. All fees shall be non-refundable.

- C. Any full branch pilot seeking to renew his license shall meet the following standards:
1. Possess a valid unlimited Federal Inland Masters License with First Class Pilot endorsement issued by the United States Coast Guard for the same waters as his branch; any such federal license renewed or acquired after January 1994 shall include an Automated Radar Plotting Aids (ARPA) radar certificate;
 2. Furnish to the board evidence of a satisfactory physical examination conducted within the immediately preceding 60 days;
 3. Furnish to the board evidence that he has transited the waters embraced by his license during the preceding 12 months, and that he has piloted 12 or more ships during that time, at least six trips as a pilot within the first six months of the calendar year and six trips as a pilot within the last six months of the calendar year;
 4. Upon the showing of good cause, the board may waive the requirements of subdivision 3 of this subsection when in its judgment the pilot is otherwise qualified;
 5. Qualify in accordance with § 51.1-906 of the Code of Virginia; and
 6. Pay a license renewal fee of \$60. Each check or money order is to be made payable to the Treasurer of Virginia. All fees shall be nonrefundable.

Summary

Pilots must pass the required Merchant Mariner Credential Medical Evaluation to obtain a U.S. Coast Guard First Class Pilot License or an Unlimited Federal Inland Master's License with First Class Pilot endorsement, as required by 18VAC45-20-20B.3, and 18VAC45-20-20C.1.

Submission of a copy of the (verifying) Medical Practitioner Recommendation of the U.S. Department of Homeland Security, U.S. Coast Guard Merchant Mariner Credential Medical Evaluation Report complies with 18VAC45-20-20B.1 and 18VAC45-20-20C.2.

➤ **Regulatory Update**

- **General Review**
- **Public Hearing**
- **Fee Adjustment**

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Proposed Text

[highlight](#)

Action: Amend Reporting Requirements

Stage: Proposed

10/31/23 3:53 PM [latest] ▼

18VAC45-20-40 Grounds for denial of licensure, denial of renewal, or discipline

The board shall have the authority to deny initial licensure, deny an extension of license, or deny renewal as well as to discipline existing licensees, whether limited or not, for the following reasons:

1. (i) a. Having been convicted or found guilty regardless of adjudication in any jurisdiction of the United States of any felony or a misdemeanor involving moral turpitude or any ~~alcohol-~~ alcohol-related or drug-related offense, there being no appeal pending; therefrom or the time for appeal having elapsed.
 - (ii) b. Having been convicted or found guilty regardless of adjudication in any jurisdiction of the United States of any felony or a misdemeanor resulting from an arrest for any ~~alcohol-~~ alcohol-related or drug-related offense, there being no appeal pending therefrom or the time for appeal having elapsed.
- Any plea of nolo contendere shall be considered a conviction for the purposes of this subdivision. The record of a conviction certified or authenticated in such form as to be admissible in evidence of the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such conviction;
2. Failing to inform the board in writing within seven calendar days of pleading guilty or nolo contendere or being convicted or found guilty of any felony or of a misdemeanor involving moral turpitude or any ~~alcohol-~~ alcohol-related or drug-related offense;
 3. Failing to report to the board in writing any reports of the National Transportation Safety Board involving the licensee, or the results of any disciplinary action taken by the United States Coast Guard against the licensee within seven calendar days of that report or action;
 4. Refusing or in any other way failing to carry out an order from the pilot officers for reasons other than the public's health, safety, or welfare;
 5. Negligence or misconduct in the performance of duties;
 6. Violating or cooperating with others in violating any provision of Chapter 9 (§ 54.1-900 et seq.) of the Title 54.1 of the Code of Virginia or any regulation of the board;
 7. Failing to, as soon as possible under the circumstances, report to the pilot officers ~~his~~ the licensee's finishing time and other required information relating to the particulars of the ship;
 8. Failing to file immediately with the president or vice president of the board with a copy to the board administrator a complete written account of any violation of the statutes of Virginia or of the United States relating to pilotage or failing to report in writing to the president or vice president of the board with a copy to the board administrator an account of all collisions, groundings, or other maritime mishaps of

any description that may occur during the discharge of the pilot's duties. This report shall be received no later than seven days after such an incident;

9. Failing to report to the board any physical or mental condition ~~which~~ that may affect ~~his~~ the licensee's ability to perform the duties of a pilot. Such reports shall be provided within seven calendar days of the onset of the condition;

10. Refusing to comply with the board's requirement for a chemical test. Such test is required immediately and no later than 12 hours after involvement in a collision, grounding, or other incident resulting in personal injury, death, environmental hazard, or property damage in excess of \$100,000. Refusing to comply with this requirement may result in summary suspension of the pilot's license in accordance with § 54.1-902 of the Code of Virginia;

11. Refusing to comply with any board requirement for chemical tests in any instance in which the board has cause to believe a test is necessary to protect the public health, safety, or welfare. Refusing to comply with this requirement may result in summary suspension of the pilot's license in accordance with § 54.1-902 of the Code of Virginia;

12. Failing to send proof of any test required by subdivision 10 or 11 of this section to the president or vice president of the board with a copy to the board administrator within 48 hours of the administration of the test;

13. A positive finding as a result of, or on, any substance abuse or chemical test as a result of which the board believes there is a threat to the public health, safety, or welfare. Such a finding may result in summary suspension of the pilot's license in accordance with § 54.1-902 of the Code of Virginia;

14. Evidence of impaired performance in any instance in which the board believes there is a threat to the public health, safety, or welfare. Such a finding may result in summary suspension of the pilot's license in accordance with § 54.1-902 of the Code of Virginia;

15. Performing or attempting to perform any of the duties of ~~his~~ the licensee's office or job while under the influence of illegal drugs;

16. Performing or attempting to perform any of the duties of ~~his~~ the licensee's office or job while under the influence of alcohol, marijuana, or any medication (controlled substance or otherwise) to the extent that ~~he~~ the licensee was unfit for the performance of the duties of ~~his~~ the licensee's office or job; and

17. Failing to comply with any of the provisions of 18VAC45-20-50.

18VAC45-20-50 Random chemical testing

A. All Virginia licensed branch pilots shall be subject to the random chemical testing as set forth in this chapter. Random chemical testing shall be conducted at an annual selection rate of not less than 30% and not more than 100% of total licensees. Licensees shall be responsible for all costs associated with random chemical testing. The chemical test shall be a comprehensive drug screen acceptable to the board that includes testing for controlled substances in Schedules I - through V of Chapter 34 (§ 54.1-3400 et seq.) of Title 54.1 of the Code of Virginia.

Only licensees on duty may be selected for random testing. A licensee selected for random chemical testing shall report for testing within two hours of notification. Failure to take a random chemical test is considered refusal to take the test.

B. Duties of licensee.

1. All licensees of this board shall enroll and participate in a random chemical testing program that meets the criteria of this chapter.

2. An on-duty licensee selected for random chemical testing shall report for testing within two hours of notification that he the licensee has been selected.

3. Licensees who receive a prescription for any medication from any health care provider shall have the following duties:

a. Give the health care provider a copy of the licensee's job description as a Virginia pilot;

b. Give the health care provider a complete list of medications used within the 30 days preceding the current visit;

c. Obtain a written statement from the health care provider stating if the new prescription is for a controlled substance (Schedules II - through V of the Drug Control Act) and obtain a written statement from the health care provider as to the licensee's fitness to safely perform the duties found in the job description; and

d. If prescribed any medication containing a ~~Schedule~~ Schedules II - through V controlled substance that is to be used within 12 hours of being on duty, make certain the MRO received by hand delivery or telefax each prescription written by any health care provider at the time such prescription is written along with a complete list of medications used by the licensee within the preceding 30 days.

C. The medical review officer shall:

1. Be completely familiar with all duties of a Virginia pilot.

2. Receive, evaluate, and maintain records of all medications given to him by or on behalf of each Virginia pilot.

3. Receive, evaluate, and maintain a record of each random chemical test taken by a Virginia pilot.

4. Any time the MRO finds the presence of a drug ~~or~~, alcohol, or marijuana that may impair the safe discharge of any duty of a Virginia pilot such that he the licensee is unfit to perform those duties, report ~~his~~ the licensee's written findings to the licensee and president or vice president of the board and to the board's administrator.

5. Report in writing to the licensee, president or vice-president of the board, and the board's administrator of any delay or refusal by a licensee in reporting to testing or being tested.

6. To the extent consistent with state and federal law, protect the confidentiality of all licensee records.

7. Judge fitness to safely perform duties in the context of the licensee's prescription medications and the licensee's available medical history. Any time the MRO finds evidence that the Virginia pilot may be impaired in the safe discharge of any of ~~his~~ the pilot's duties such that he the pilot may be unfit to perform those duties, ~~his~~ the MRO's written finding shall be reported to the licensee and president or vice president of the board and to the board's administrator.

**Department of Professional and Occupational Regulation
Statement of Financial Activity**

**Board for Branch Pilots
954190**

2022-2024 Biennium

June 2023

	June 2023 Activity	Biennium-to-Date Comparison	
		July 2020 - June 2021	July 2022 - June 2023
Cash/Revenue Balance Brought Forward			2,258
Revenues	0	2,700	2,280
Cumulative Revenues			4,538
Cost Categories:			
Board Expenditures	740	3,107	3,421
Board Administration	13	140	154
Administration of Exams	0	0	0
Enforcement	0	1	1
Legal Services	0	4	4
Information Systems	14	104	98
Facilities and Support Services	3	58	42
Agency Administration	8	64	103
Other / Transfers	0	0	0
Total Expenses	779	3,478	3,823
Transfer To/(From) Cash Reserves	(76)	0	(295)
Ending Cash/Revenue Balance			1,011

Cash Reserve Beginning Balance	17,404	0	17,623
Change in Cash Reserve	(76)	0	(295)
Ending Cash Reserve Balance	17,328	0	17,328

Number of Regulants	
Current Month	38
Previous Biennium-to-Date	44

Department of Professional and Occupational Regulation

Supporting Statement of Year-to-Date Activity

Board for Branch Pilots - 954190

Fiscal Year 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal YTD Charges	Planned Annual Charges	Current Balance	Projected Charges at 6/30	Projected Variance Favorable (Unfavorable)	
																	Amount	%
Board Expenditures	49	0	352	320	1	546	72	14	650	427	251	740	3,421	4,670	1,249	3,421	1,249	26.7%
Board Administration	19	13	13	7	12	21	7	12	18	7	13	13	154	197	44	154	44	22.1%
Administration of Exams	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Enforcement	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	21.2%
Legal Services	0	0	0	0	0	0	2	1	1	0	0	0	4	4	0	4	0	0.0%
Information Systems	5	8	6	5	7	7	7	12	8	8	9	14	98	102	4	98	4	4.1%
Facilities / Support Svcs	2	3	4	2	3	12	4	4	3	2	3	3	42	70	28	42	28	39.9%
Agency Administration	9	7	13	7	9	12	4	8	13	4	10	8	103	122	19	103	19	15.3%
Other / Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Charges	84	30	388	340	31	597	96	50	693	450	285	779	3,823	5,166	1,343	3,823	1,343	26.0%

Materials Contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official board composition

- **Other Business**
- **Conflict of Interest Forms /
Travel Vouchers**
- **Adjourn**

DRAFT AGENDA
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DRAFT AGENDA