

**VIRGINIA DEPARTMENT OF ENERGY**  
**Contractor Exemption**  
**Procedures**

1. Company/Contractor will submit the completed Contractor Exemption Form to Virginia Energy. Contractor will need to include with the exemption form, a work history/resume for the company showing proof of work experience and a completed AML Contractor Information Form. Completed documents should be sent to Virginia Department of Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219, Attn: Jillian Bullock or emailed to [RepurposingInfo@energy.virginia.gov](mailto:RepurposingInfo@energy.virginia.gov).
2. Approved exemptions will be sent back to the contractor who will be the responsible for submitting the approved exemption form with each project bid.
3. Once a contract is awarded it will be the responsibility of the contractor to provide Virginia Energy with a completed Project Supervisor memorandum noting the Project Supervisor, Alternate Supervisor, etc.