**Table of Contents**

**Standard Operating Policies and Procedures**

**Office of the General Manager**

None at this time

**Operations**

1. [Use of Communication Devices by Bus and Light Rail Employees](Operations/Use%20of%20Communication%20Devices.pdf)
2. [Lost and Found Items](Operations/Lost%20and%20Found%20Items.pdf)
3. [VTA Reasonable Modification](Operations/VTA%20Reasonable%20Modification.pdf)
4. [Title VI System Wide Service Standards](Operations/Title%20VI%20System%20Wide%20Service%20Standards.pdf)

**Office of the General Counsel**

1. [Records Management](Office%20of%20the%20General%20Counsel/Records%20Management.pdf)
2. [Electronic and Digital Signature](Office%20of%20the%20General%20Counsel/Electronic%20and%20Digital%20Signature.pdf)

**Business Services**

1. [Title VI and Environmental Justice](Business%20Services/Title%20VI%20and%20Environmental%20Justice.pdf)
2. [Light Rail Fire Life Safety](Business%20Services/Light%20Rail%20Fire%20Life%20Safety.pdf)
3. [Employee Retirement Recognition](Business%20Services/Employee%20Retirement%20Recognition.pdf)
4. [Open Data](Business%20Services/Open%20Data.pdf)
5. [Email Guidelines](Business%20Services/Email%20Guidelines.pdf)
6. [Records Management](Business%20Services/Records%20Management.pdf)
7. [Records Management Program Retention Schedule](Business%20Services/Records%20Mgmt%20Program%20Retention%20Schedule/Records%20Mgmt%20Program%20Retention%20Schedule.pdf)
   * 1. [Retention Schedule](Business%20Services/Records%20Mgmt%20Program%20Retention%20Schedule/Exhibit%20A%20-%20Retention%20Schedule.pdf)
8. [Records Information Management Record Destruction](Business%20Services/Records%20Information%20Management%20Record%20Destruction.pdf)
9. [Vendor Selection - Negotiated Procurements](Business%20Services/Vendor%20Selection%20-%20Negotiated%20Procurements.pdf)
10. [Selecting Firms From Established Lists](Business%20Services/Selecting%20Firms%20From%20Established%20Lists.pdf)
    1. [Procedure](Business%20Services/Selecting%20Firms%20From%20Established%20Lists%20Procedure.pdf)
11. [Purchasing Agent Designation and Delegation](Business%20Services/Purchasing%20Agent%20Designation%20and%20Delegation.pdf)
12. [Procurement Conflicts of Interest](Business%20Services/Procurement%20Conflicts%20of%20Interest.pdf)
13. [General Procurement](Business%20Services/General%20Procurement.pdf)
14. [Brand Name or Equal Specifications](Business%20Services/Brand%20Name%20or%20Equal%20Specifications.pdf)
15. [Micro Purchases](Business%20Services/Micro%20Purchases.pdf)
16. [Bid Options](Business%20Services/Bid%20Options.pdf)
17. [Small Purchases](Business%20Services/Small%20Purchases.pdf)
18. [Procurement Record Keeping](Business%20Services/Procurement%20Record%20Keeping.pdf)
19. [Cost or Price Analysis](Business%20Services/Cost%20or%20Price%20Analysis.pdf)
    1. [Procedure](Business%20Services/Cost%20or%20Price%20Analysis%20Procedure.pdf)
20. [Vendor Selection Rolling Stock](Business%20Services/Vendor%20Selection%20Rolling%20Stock.pdf)
21. [Purchase Requisitions](Business%20Services/Purchase%20Requisitions.pdf)
    1. [Procedure](Business%20Services/Purchase%20Requisitions%20Procedure.pdf)
22. [Cardinal Changes Tag On Procurements](Business%20Services/Cardinal%20Changes%20Tag%20On%20Procurements.pdf)
23. [Direct Pay Purchases](Business%20Services/Direct%20Pay%20Purchases.pdf)
    1. [Procedure](Business%20Services/Direct%20Pay%20Purchases%20Procedure.pdf)
24. [Advance Payments](Business%20Services/Advance%20Payments.pdf)
25. [Local Firm Preference](Business%20Services/Local%20Firm%20Preference.pdf)
26. [Procurement Cards](Business%20Services/Procurement%20Cards.pdf)
    1. [Procedure](Business%20Services/Procurement%20Cards%20Procedure.pdf)
27. [Progress Payments](Business%20Services/Progress%20Payments.pdf)
28. [Selection of Contract Type](Business%20Services/Selection%20of%20Contract%20Type.pdf)
29. [Liquidated Damages](Business%20Services/Liquidated%20Damages.pdf)
30. [Vendor Selection Invitation for Bids](Business%20Services/Vendor%20Selection%20%20Invitation%20for%20Bids.pdf)
31. [Vendor Selection RFP Professional Non-Professional Svcs](Business%20Services/Vendor%20Selection%20RFP%20Professional/Vendor%20Selection%20RFP%20Professional%20%20Non-Professional%20Svcs.pdf)
    1. [Procedure](Business%20Services/Vendor%20Selection%20RFP%20Professional/Vendor%20Selection%20RFP%20Professional%20%20Non%20Professional%20Svcs%20Procedure.pdf)
32. [Vendor Selection RFP Architectural Engineering and Other Services](Business%20Services/Vendor%20Selection%20RFP%20Architectural/Vendor%20Selection%20RFP%20Arch%20Eng%20Oth.pdf)
    1. [Procedure](Business%20Services/Vendor%20Selection%20RFP%20Architectural/Vendor%20Selection%20RFP%20Arch%20Eng%20Oth%20Procedure.pdf)
33. [Contract Administration](Business%20Services/Contract%20Administration.pdf)
    1. [Procedure](Business%20Services/Contract%20Administration%20Procedure.pdf)
34. [Vendor Selection - Two Step Procurements](Business%20Services/Vendor%20Selection%20-%20Two%20Step%20Procurements/Vendor%20Selection%20-%20Two%20Step%20Procurements.pdf)
    1. [Procedure](Business%20Services/Vendor%20Selection%20-%20Two%20Step%20Procurements/Two%20Step%20Procurements%20Procedure.pdf)
35. [Negotiated Procurements](Business%20Services/Negotiated%20Procurements/Negotiated%20Procurements.pdf)
    1. [Procedure](Business%20Services/Negotiated%20Procurements/Vendor%20Selection%20Negotiated%20Procurements%20Procedure.pdf)
36. [Vendor Selection Transit Design Build Procurement](Business%20Services/Vendor%20Selection%20Transit%20Design%20Build%20Procurement/Vendor%20Selection%20Transit%20Design%20Build%20Procurement.pdf)
    1. [Procedure](Business%20Services/Vendor%20Selection%20Transit%20Design%20Build%20Procurement/Vendor%20Selection%20Transit%20Design%20Build%20Procurement%20Procedure.pdf)
37. [Bid Protests](Business%20Services/Bid%20Protests.pdf)
    1. [Procedure](Business%20Services/Bid%20Protests%20Procedure.pdf)
38. [Noncompetitive, Sole Source Procurements](Business%20Services/Noncompetitive,%20Sole%20Source%20Procurements.pdf)
    1. [Procedure](Business%20Services/Noncompetitive,%20Sole%20Source%20Procurements%20Procedure.pdf)
39. [Revenue Contracts](Business%20Services/Revenue%20Contracts.pdf)
40. Notification of Contracting For Services
    1. [Procedure](Business%20Services/Notification%20of%20Contracting%20For%20Services%20Procedure.pdf)
41. Efficient Purchasing Practice
    1. [Procedure](Business%20Services/Efficient%20Purchasing%20Practice%20Procedure.pdf)
42. Invitation for Bids
    1. [Procedure](Business%20Services/Invitation%20for%20Bids%20Procedure.pdf)
43. [Equity Analysis](Business%20Services/Equity%20Analysis.pdf)
44. [Community Workforce Agreements](Business%20Services/Community%20Workforce%20Agreements.pdf)

**Finance and Budget**

1. [Labor Charging to Projects](Finance%20and%20Budget/Labor%20Charging%20to%20Projects.pdf)
2. [Capitalization and Tracking of Equipment Vehicles](Finance%20and%20Budget/Capitalization%20and%20Tracking%20of%20Equipment%20Vehicles.pdf)
3. [Post Issuance Compliance Tax-Exempt Bond Financings](Finance%20and%20Budget/Post%20Issuance%20Compliance%20Tax-Exempt%20Bond%20Financings.pdf)
   1. [Procedure](Finance%20and%20Budget/Post%20Issuance%20Compliance%20Tax-Exempt%20Bond%20Financings%20Procedure.pdf)
4. [Fraud In the Workplace](Finance%20and%20Budget/Fraud%20In%20the%20Workplace.pdf)
   1. [Procedure](Finance%20and%20Budget/Fraud%20in%20the%20Workplace%20Procedure.pdf)
5. [Investment of Non-Trust Held Funds](Finance%20and%20Budget/Investment%20of%20Non-Trust%20Held%20Funds.pdf)
6. [Expressive Activities](Finance%20and%20Budget/Expressive%20Activities.pdf)
7. [Sympathy Upon the Death or Major Illness of an Employee or Family Member](Finance%20and%20Budget/Sympathy%20Upon%20the....pdf)
8. [Food and Refreshments](Finance%20and%20Budget/Food%20and%20Refreshments.pdf)
9. [Other Post-Employment Benefits](Finance%20and%20Budget/Other%20Post-Employment%20Benefits.pdf)
10. [Transit Fund Comprehensive Reserve](Finance%20and%20Budget/Transit%20Fund%20Comprehensive%20Reserve.pdf)
11. [Interest Rate Swap](Finance%20and%20Budget/Interest%20Rate%20Swap.pdf)
12. [Injury Illness Prevention Program](Finance%20and%20Budget/Injury%20Illness%20Prevention%20Program.pdf)
13. [Hazard Identification and Reporting Risk Assessment, Mitigation and Management](Finance%20and%20Budget/Hazard%20Identification%20and%20Reporting.pdf)
14. [Satellite Emergency Communications System](Finance%20and%20Budget/Satellite%20Emergency%20Communications%20System.pdf)

**Engineering Transportation and Development**

1. [VTA Permit Fee](ETID/VTA%20Permit%20Fee.pdf)

**Government and Public Affairs**

1. [VTA Advertising](Government%20and%20Public%20Affairs/VTA%20Advertising.pdf)
2. [Social Media](Government%20and%20Public%20Affairs/Social%20Media.pdf)
3. [Permission to Film or Photograph on VTA Property](Government%20and%20Public%20Affairs/Permission%20to%20Film%20or%20Photograph%20on%20VTA/Permission%20to%20Film_Photograph%20VTA%20Property.pdf)
   1. [Procedure](Government%20and%20Public%20Affairs/Permission%20to%20Film%20or%20Photograph%20on%20VTA/Permission%20to%20Film_Photograph%20%20VTA%20Property%20Procedure.pdf)
      1. Application [to](Government%20and%20Public%20Affairs/Permission%20to%20Film%20or%20Photograph%20on%20VTA/Exhibit%20Application%20to%20FilmPhotograph.pdf) Film or Photograph
4. [Project Communications and Outreach](Government%20and%20Public%20Affairs/Project%20Communications%20and%20Outreach/Project%20Communications%20and%20Outreach.pdf)
   1. [Procedure](Government%20and%20Public%20Affairs/Project%20Communications%20and%20Outreach/Project%20Communications%20and%20Outreach%20Procedure.pdf)
      1. [COP Chart- Stakeholder](Government%20and%20Public%20Affairs/Project%20Communications%20and%20Outreach/Exhibit%20A%20-%20COP%20Chart%20-%20Stakeholder.pdf)
      2. [PCOP Chart – Comm](Government%20and%20Public%20Affairs/Project%20Communications%20and%20Outreach/Exhibit%20B%20-%20PCOP%20Chart%20-%20Comm.pdf)
      3. [PCOP Chart – Stakeholder Comm](Government%20and%20Public%20Affairs/Project%20Communications%20and%20Outreach/Exhibit%20C%20-%20PCOP%20Chart%20-%20StakeholderCommunications%20Matrix%20(2).pdf)

**Planning and Program Development**

1. [Sustainable Landscaping](Planning%20and%20Program%20Development/Sustainable%20Landscaping.pdf)
2. [Sustainable Fleet](Planning%20and%20Program%20Development/Sustainable%20Fleet.pdf)
3. [Print-Copy-Scan](Planning%20and%20Program%20Development/Print-Copy-Scan.pdf)
4. [VTA Naming Rights](Planning%20and%20Program%20Development/VTA%20Naming%20Rights.pdf)
5. [Placement of Wireless Telecommunication Facilities on VTA Real Estate Assets](Planning%20and%20Program%20Development/Placement%20of%20Wireless%20Facilities.pdf)

**Systems Safety and Security**

None at this time