VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

Virginia Register Deadlines and Publication Dates

- Documents filed by noon on **February 11** will be published **March 2**
- Documents filed by noon on **February 25** will be published **March 16**

2009 marks the 25th anniversary of the *Virginia Register of Regulations.*

NEW RIS TRAINING DATES

The Virginia Register's office has scheduled the following RIS training sessions:

WHEN: Monday, February 23

Wednesday, March 4

Wednesday, March 18

Wednesday, April 1

WHAT: 10:00 — 11:30 a.m. RIS Basics Training

12:15 — 2:00 p.m. RIS Intermediate Training

Attendees may sign up for the morning session, afternoon session, or both.

WHERE: General Assembly Building, 6th Floor, DLAS Training Room.

Seating is limited and sessions are filling up quickly. Reserve your spot by emailing Terri Edwards at tedwards@dls.virginia.gov.

REGULATION DRAFTING TIPS

Regulations Sections: Too Long or Too Short?

A single regulation section (i.e., VAC section) should not be too long or too short. Try grouping several short sentences together that relate to the same subject to make a longer section. Break lengthy sections down into more section numbers--it will be easier to locate specific provisions in the regulation and easier to amend the regulation later on.

"And" or "Or"… Not "And/Or"

The term "and/or" should be avoided in drafting regulations. In general, the term "and" means to add something to what has already been said. The term "or" means in the alternative. In most cases, the word "or" is proper to convey the thought of "one, or the other, or any of them." If emphasis is needed, use terms such as "any of the following," "all of the following," "either of the following," or "or both."

INSERTING BRACKETS FOR A FINAL REGULATION

When an agency makes final changes to text that was published in the Virginia Register as proposed text, the Code of Virginia says the changes must be highlighted for the public. This is accomplished by inserting brackets before and after the changes. The general rules for brackets include:

1. Brackets used for highlighting changes are <u>not</u> underscored. Also, do not underscore the space before or after the brackets.

2. One space should appear before and after the bracket, with a required space on the inside of the bracket. A required space looks like a degree symbol when the Show/Hide (¶) button is on. See examples below. You can create a required space using your keyboard by holding down Ctrl+Shift and hitting the space bar, but it is much easier to use the bracket macros in RIS.

3. If a period, comma, semicolon or colon is the next character after a closing bracket, the space may be closed. For example: "Bassinet"·means·an·infant·care·station,·including·   warming·stations·and·isolettes· [°,·whether·located·in·a·hospital·nursery·or·labor·and·delivery·unit°].

Using the Bracket Macros

When RIS was developed, we included macros in the RIS Toolbar to simplify the process of inserting brackets. Here's what the RIS toolbar looks like:


The last two buttons insert opening and closing brackets with spaces. Place your cursor in the text and select one of the bracket macros. The macros insert "space bracket space" (with the inside space being a required space), i.e., "space[required space" and "required space]space" None of these spaces are underscored. Here's how the text appears in Word when the Show/Hide (¶) button is on:
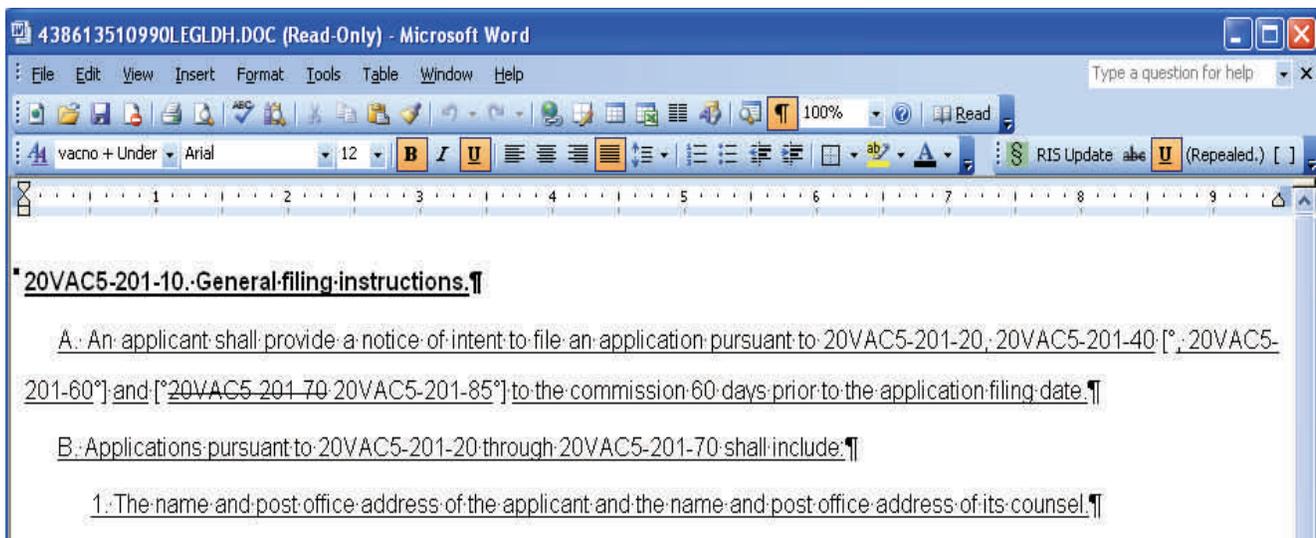
INSERTING BRACKETS FOR A FINAL REGULATION— CONTINUED

Notice that the required spaces look like degree symbols when the Show/Hide (¶) button is on, but they appear as regular spaces when the Show/Hide (¶) button is off, as shown below:
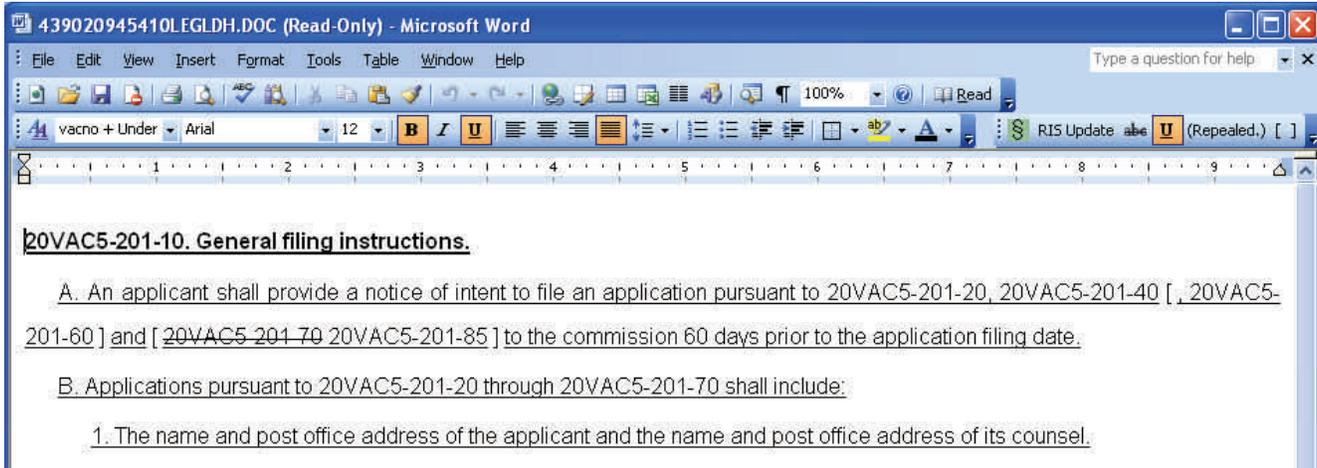
AMENDING SECTION TITLES (A.K.A. CATCHLINES)

Did you know that the section list within an RIS project updates the table of contents in the Virginia Administrative Code once the regulatory action becomes effective? So, if you make changes to section titles in the regulation text, you also need to update the section title on the project section list screen after editing the regulation section text.

- Open project by clicking the manila folder

- Click on the section number and click the red "Edit" button at the top of the screen.

- Use strikethroughs and underlines to make changes to the text of the section title.

- Click "RIS update" on the toolbar.

- Select "back" to go back to the project section list.

- Click on the section title under "Description."

- Type in the new section title as you want it to read (without strikethroughs and underlines).

- Click "Update."

NOIRA CLEANUP

Check your records! Does your agency have an outstanding Notice of Intended Regulatory Action for a regulation that has been repealed? Or, maybe your agency has a NOIRA for an action that will not be acted upon for any number of other reasons. You can withdraw a NOIRA by notifying the Registrar by email at VARegs@dls.virginia.gov. Include in the email the VAC number and title of the regulation and the volume, issue and page number of the Virginia Register in which the NOIRA was published. Notice of the withdrawn NOIRA will be published in the Notices of Intended Regulatory Action section of the Register. If you have any questions please contact June Chandler at jchandler@dls.virginia.gov.