VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

VOLUME 1, ISSUE 1   OCTOBER 1, 2008

REGISTRAR'S CORNER

Welcome to the first edition of the Virginia Register newsletter! Our goal is to provide you with "news you can use" by providing tips to assist you as you work your way through the regulatory process. This newsletter is geared not only towards agency regulatory coordinators, but also towards users of the Regulation Information System (RIS).

Over the past year, the Registrar's office has implemented a number of changes and what we hope you see as improvements to the regulation promulgation process. With the rollout of RIS, we have taken the first steps toward electronic-only filing of regulation submissions and we continue to work with the Department of Planning and Budget and state agencies as we strive to eliminate paper regulation filings. Our goal is to announce a paperless process at some point in 2009 as we approach the 25th anniversary of the *Virginia Register of Regulations*. We will keep you posted!

Your ideas for tips and issues that you would like us to address in future newsletters are encouraged. Look for another issue next month. Happy reading!

MODEL PPGS DEADLINES APPROACHING!

Remember to file your model public participation guidelines (PPGs). If your agency is adopting the model, use the exempt route; if your agency is making changes to the model, use the fast-track process. As of October 1, 45 entities (a little under half) have filed their model PPGs.

To be effective by January 1, 2009:

Fast-track PPGs must be filed with the Registrar's office no later than **October 22, 2008.**

Exempt PPGs must be filed with the Registrar's office no later than **November 5, 2008.**

For more on filing model PPGs, go to http://register.state.va.us/download.htm#ppgs.

Annual Guidance Document List Filing Reminder

If your agency is not listed on our website, we do not have a record of receiving your guidance document list for the year ending December 31, 2007.

It's getting to be that time of year, again…that is, time to file your agency's list of guidance documents with the Registrar. Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require state agencies to file a listing of current guidance documents on or before January 1 of each year.

- Procedures are available on our website at:

   http://legis.state.va.us/codecomm/register/guidadoc.htm.

- If your agency has updated its guidance documents on the Virginia Regulatory Town Hall website (or does so by December 23), the Town Hall staff will submit your list to us for you. For more information, see the Town Hall instructions at:

   http://www.townhall.virginia.gov/UM/guidancedocuments.cfm#incentive.

- You can view and download your agency's guidance document list filing from last year at:

   http://legis.state.va.us/codecomm/GUIDANCE/GUIDEDOC.HTM.

   Use this document as the base document for updating and filing this year's listing. NOTE: If your agency is not listed on our website, we do not have a record of receiving your guidance document list for the year ending December 31, 2007.

DID YOU REMEMBER?

- To include in the final summary the substantive amendments made since publication of the proposed regulation?

- To strike text to be deleted first, followed by the new, added text (i.e., ~~should~~ <u>will</u>)?

- To include periods when you strike and add text (i.e. ~~1.~~ <u>2.</u> and ~~A.~~ <u>B.</u>)?

- To check that brackets are **not** underscored?

- To add the Forms section to your RIS project when the forms list is amended?

NEW! TRAINING INFORMATION

In an effort to better serve agency regulatory coordinators and regulation writers, the Registrar's office will begin holding training sessions. These sessions will briefly cover the regulatory process, RIS, and the submittal process to the Registrar's office.

WHEN: Thursday, October 23rd, 10:00 -11:30 a.m.

WHO: New agency regulatory coordinators or those who need a refresher course OR new regulation writers or those who need a refresher course
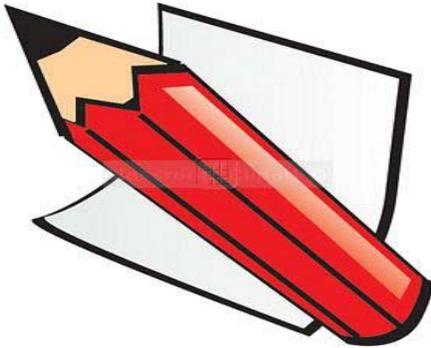
WHERE: GAB Bldg, 6th Flr, DLAS training room

HOW: RSVP to Terri Edwards at tedwards@leg.state.va.us by **10/10.**

Even if you are unable to attend the first session, if you are interested in participating or have a particular item you would like to have covered, please let us know. This will help us in preparing future training sessions.
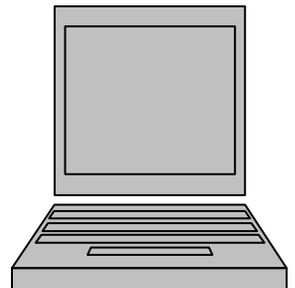
Good Grammar: Which vs. That

Use "which" for nonessential clauses, i.e. you could remove what comes after the "which" and the meaning of the sentence would still be clear.

For example: The committee, which met on Monday, decided against the measure.

Use "that" for essential clauses, i.e. you could not remove what comes after the "that" without changing the meaning of the sentence.

For example: "insulin and insulin syringes, and equipment, devices or chemical reagents that may be used by a diabetic to test or monitor blood or urine"

Often regulation writers use "which" when it should be "that."

CREATING AND FORMATTING TABLES IN RIS

STEPS

- Use table grid (in style box) or select Table from menu bar at the top, select insert, then table, and then choose the number of columns and rows.

- Currently, we have the following styles for tables: **tblleft** (left justify), **tblctr** (center), and **tblrt** (right justify).

- Table headings are usually in the **tblctr** formatting style.

- To merge columns - highlight cells, choose Table from the menu bar at the top, then select merge cells.

- To split columns - highlight cells, choose Table from the menu bar at the top, then select split cells.

- Columns without borders - highlight cells, then select Format from the menu bar at the top, select borders and shading, choose none.

- **DO NOT USE TABS!**

> **DON'T FORGET TO APPLY STYLES TO YOUR RIS DOCUMENT**

AUTOMATIC TOWN HALL UPDATES

Beginning September 23, 2008, the Registrar's Office, in conjunction with the Department of Planning and Budget, implemented a process that automatically updates certain regulation information on the Town Hall with publication information from the Regulation Information System. For example, if a project is moved from one Virginia Register issue to another or an effective date or comment period date is changed from the date submitted, the revised information will be transmitted to Town Hall. This will provide the public with a more accurate record of actions taken for a particular project.

The following items for each issue of the Register will be automatically updated on Town Hall the week prior to the Register publication date: Register Volume:Issue, Effective Date, Public Comment Period Deadlines, and regulation text.