



VIRGINIA REGISTER OF REGULATIONS

ADD A FORMS OR DOCUMENTS INCORPORATED BY REFERENCE (DIBR) SECTION TO AN RIS PROJECT

Log onto the Regulation Information System.
Click on your agency to display the project list page.

A: If the forms or DIBR section already exists in the Virginia Administrative Code:

1. Click the folder icon under "Open" to open the project.

Open	Project	Chapter-Description	Last Updated	Stage	Eff. Date	Comments	ActionID
	1685	Qualifications for CPA Certificate	2010-09-21			0	Del!

2. Select Create Entry



Title 8 Agency 20 - STATE BOARD OF EDUCATION (Project 5126)

TEST

Search This Project Uploads Create Report Documents within Stage Within Stage Go All

You can begin setting up your project by clicking on the "Create Entry" link.

3. Click the drop down arrow at "Select Chapter" to display list of available chapters. Select the appropriate chapter.

Title 8 Agency 20 - STATE BOARD OF EDUCATION

Select Existing Chapter or [Create New Chapter](#)

--Select Chapter--

Select Existing Section or [Create New Section](#)

Select Action

4. A list of the sections for that chapter will appear in the "Select Existing Section or Create New Section" box. Select the FORMS or DIBR section and click the "Submit" button.

Title 9 Agency 15 - DEPARTMENT OF ENVIRONMENTAL QUALITY

Select Existing Chapter or [Create New Chapter](#)

0030 REGULATIONS FOR THE CERTIFICATION OF RECYCLING MACHINERY

Select Existing Section or [Create New Section](#)

0100 Equipment documentation
0110 Department certification
0120 Locality certification
0130 Certification period
0140 Appeal procedure
0150 [Reserved]
0155 Provision for variances
0170 Administrative procedures for variances
9998 FORMS (9VAC15-30)

Select Action

B: If the chapter does not have a forms or DIBR section:

1. Click the folder under "Open" to open the project.

Open	Project	Chapter-Description	Last Updated	Stage	Eff. Date	Comments	ActionID
	1685	Qualifications for CPA Certificate	2010-09-21			Post	0 Del!

2. Select "Create Entry"



Title 8 Agency 20 - STATE BOARD OF EDUCATION (Project 5126)

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You can begin setting up your project by clicking on the "Create Entry" link.

[Sections](#)

3. Select "Create New Section"

Title 8 Agency 20 - STATE BOARD OF EDUCATION

Select Existing Chapter or [Create New Chapter](#)

--Select Chapter--

Select Existing Section or [Create New Section](#)

[Submit](#) [Cancel](#) [Select Action](#) [Amend](#)

4. Select the appropriate chapter title from the dropdown menu or if a new chapter, use the newly created chapter option.

Title 9 Agency 15 - DEPARTMENT OF ENVIRONMENTAL QUALITY

Select Existing Chapter for New Section

-- Select -- Check to use newly created chapter for new section

0100 CHAPTER ALL CAPS

Next Suggested Section #: 0180 Section Catchline: Section CatchLine goes here

DOCUMENTS INCORPORATED BY REFERENCE

[Create Section](#) [Cancel](#) [Return to Project Details](#)

5. Choose the FORMS or DIBR designation from the dropdown list.

Title 18 Agency 5 - BOARD OF ACCOUNTANCY

Select Existing Chapter for New Section

-- Select --

First Section: 9999 Section Catchline: DOCUMENTS INCORPORATED BY REFERENCE

DOCUMENTS INCORPORATED BY REFERENCE

[Create Section](#) [Cancel](#) [Return to Project Details](#)

6. Make sure a check mark appears in the box next to the dropdown list. The appropriate catchline and section number will appear in the description box.

7. Click on "Create New Section."

Title 18 Agency 5 - BOARD OF ACCOUNTANCY

Select Existing Chapter for New Section
-- Select --

First Section: 9999 Section Catchline: DOCUMENTS INCORPORATED BY REFERENCE

DOCUMENTS INCORPORATED BY REFERENCE

8. Click "Return to Project Details" button.