



VIRGINIA REGISTER OF REGULATIONS

CREATING & EDITING A PROJECT

Any active user can create a project in RIS. Only an individual added as a "Project Owner" or "Project Contributor" can edit the project.

A. Creating.

1. After logging into RIS, open the New Project tab and complete highlighted fields.

2. Town Hall agencies, click dropdown arrow to link the project to a Town Hall action. Non-Town Hall agencies do not have this field.

3. If the project is an exempt action, add federal or state exemption to the APA.

4. Click Save. The project will display in the agency project queue under Projects tab.

Project ID	Description	Stage	Chapter	Effective Date	Owner	Actions
6822	Demonstration Project	Proposed			A Bloomsburg	Transmittal
6820	Conforming to Statutory Changes 2021 Session	Exempt Final			A Bloomsburg	Transmittal
6807	Forms Only Project for 1VAC7-10	Final			A Bloomsburg	Transmittal

5. Click on the Project ID to open the project.

B. Editing.

1. Under Sections subtab, click Amend/Repeal or Add New to put sections into project.

The screenshot shows the RIS system interface. At the top, there is a navigation bar with 'RIS' on the left and 'Dashboard', 'New Project', 'Projects', 'Register', and 'Resources' on the right. Below the navigation bar, the page title is 'Title 1 / Agency 7 / Virginia Code Commission'. The main content area shows 'Project 6822' and 'Demonstration Project'. There are tabs for 'Sections', 'Documents', 'History', 'Comments', and 'Overview'. Below the tabs, there are buttons for 'Amend/Repeal' and 'Add New'. The 'Amend/Repeal' button is circled in red. Below the buttons, there is a table with columns 'Sections', 'Description', and 'Actions'. The table is empty, and a message 'No rows found' is displayed. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '50 rows'.

6. To select sections from an existing chapter to **amend**: put bullseye in Amend, use the dropdown arrow to display all available chapters and choose one, mark one or many sections, click Save.

The screenshot shows the 'Amend or Repeal' dialog box in the RIS system. The 'Amend' radio button is selected. The 'Chapter Title' dropdown menu is open, showing a list of sections. The sections listed are: 'Section 10 - Definitions', 'Section 20 - Computation of time', 'Section 30 - General rules of construction', 'Section 40 - Form and style of regulations', 'Section 50 - Method of filing', and 'Section 60 - Internet address; contact information; consequential changes'. The 'Section 10 - Definitions' section is highlighted with a blue bar. A yellow highlight is on the dropdown arrow. At the bottom right, there is a 'Save' button.

To select sections from an existing chapter to **repeal**: put bullseye in Repeal and follow same steps.

The screenshot shows the 'Amend or Repeal' dialog box in the RIS system. The 'Repeal' radio button is selected. The 'Chapter Title' dropdown menu is open, showing a list of sections. The sections listed are: 'Section 10 - Definitions', 'Section 20 - Computation of time', 'Section 30 - General rules of construction', 'Section 40 - Form and style of regulations', 'Section 50 - Method of filing', and 'Section 60 - Internet address; contact information; consequential changes'. The 'Section 10 - Definitions' section is highlighted with a blue bar. At the bottom right, there is a 'Save' button. Below the dialog box, there is a table with columns 'Sections', 'Description', and 'Actions'. The table contains one row: '1VAC7-10-10 Definitions.' with an 'Amend' button in the 'Actions' column. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '50 rows'.

NOTE:

a. Section 10 - Definitions, which has been pulled into the project to be amended (and displays under Sections list at bottom of screenshot), is grayed out, unavailable for amend or repeal again.

b. When Repeal is selected, the system automatically strikes all appropriate section text, catchline, and statutory authority. Always use Repeal to repeal a section.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Add New Report Type Format Generate Keyword Filter

Alert! Sections are in multiple projects. Show Sections

1-2 of 2 records

Sections	Description	Actions
<input type="checkbox"/> 1VAC7-10-10	Definitions.	Amend
<input checked="" type="checkbox"/> 1VAC7-10-20	Computation of time. (Repealed.)	Repeal

Previous Page 1 of 1 50 rows Next

7. To open a section, click the VAC number for the section.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Section Edit Integrity Check Highlight VAC Online

1VAC7-10-20. Computation of time. (Repealed.)

When Article 2-2-4100 (1-2-4107) or 6 (§ 2-2-4031 et seq.) of the Administrative Process Act or the Virginia Register Act prescribes a time period that is contingent upon publication in the Register, whether before, after, or upon publication, the day of publication shall not be counted as part of the required time period. This section shall not apply to the comment period designated in § 2-2-4007.06 of the Code of Virginia to begin on the date of publication of the notice in the Register.

Statutory Authority
§ 2-2-4104 of the Code of Virginia.

Historical Notes
Derived from Virginia Register Volume 32, Issue 9, eff. January 1, 2016.

8. To add a new item to VAC, click Add New and select the type of new item to add.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Add New Section Chapter Part Article FORMS Section DIBR Section Computation of time. (Repealed.)

Alert! Sections are in multiple projects. Show Sections

1-2 of 2 records

Sections	Description	Actions
<input type="checkbox"/> 1VAC7-10-10	Definitions.	Amend
<input type="checkbox"/> 1VAC7-10-20	Computation of time. (Repealed.)	Repeal

Previous Page 1 of 1 50 rows Next

a. Section: (1) Adding a section to an existing chapter.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Section Report Type Format Generate Keyword Filter

Add Section

Chapter Title
10 - REGULATIONS FOR FILING AND PUBLISHING AGENCY REGULATIONS

Part
V - Virginia Register of Regulations

Section #
270

Section Catchline
Additional Requirements

Save

(2) Adding a section to a chapter being added per this action.

RIS Dashboard New Project Projects Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Section Report Type Format Generate Keyword Filter

Add Section

Chapter Title
20- RULES GOVERNING OPERATOR'S RESPONSIBILITY TO REDISTRIBUTE TOPSOIL

Part
I - General

Section # Section Catchline
20 Applicability of Standards

Save

b. Chapter: Use autogenerated Chapter # (or choose a different one), add title, add first section in new chapter, and click Save.

RIS Dashboard New Project Projects Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Chapter Report Type Format Generate Keyword Filter

Add a new Chapter

Chapter # Chapter Title (Type the name of the chapter in sentence case. Do not include the chapter number. Example: Pertaining to the Removal of Nets)
20 Rules Governing Operator's Responsibility to Redistribute Topsoil

Section # Section Catchline
10 Definitions

+ Add New Section Save

c. Part or Article: Use roman numerals for the Part or Article number (e.g., I, II, III, IV, V), enter catchline, designate sections for beginning and ending, and click Save.

RIS Dashboard New Project Projects Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Part Report Type Format Generate Keyword Filter

Add New Part

Chapter
20- RULES GOVERNING OPERATOR'S RESPONSIBILITY TO REDISTRIBUTE TOPSOIL

Part # Part Catchline
I General

Start At Section End Before Section
Section 10 - Definitions Section 30 - Catchline

Save

NOTE:
The section chosen for the highlighted field (ending field) is actually the first section in the NEXT part.

d. Forms or DIBR list: Choose chapter to add list to, click Save.

RIS Dashboard New Project Projects Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822 Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal FORMSSection Report Type Format Generate Keyword Filter

Add a new Forms Section

Chapter
20- RULES GOVERNING OPERATOR'S RESPONSIBILITY TO REDISTRIBUTE TOPSOIL

Save

9. Here is the project with all sections added. This is the Sections subtab view.

Alert! Sections are in multiple projects.
Show Sections

Sections	Description	Actions
<input type="checkbox"/> 1VAC7-10-10	Definitions.	Amend
<input type="checkbox"/> 1VAC7-10-20	Computation of time. (Repealed.)	Repeal
<input type="checkbox"/> 1VAC7-10-270	Additional Requirements.	Add
<input type="checkbox"/> 1VAC7-20	Rules Governing Operator's Responsibility to Redistribute Topsoil	Add
<input type="checkbox"/> 1VAC7-20-PI	General	Add
<input type="checkbox"/> 1VAC7-20-10	Definitions.	Add
<input type="checkbox"/> 1VAC7-20-20	Applicability of Standards.	Add
<input type="checkbox"/> 1VAC7-20-30	Catchline.	Add
<input type="checkbox"/> 1VAC7-20-40	Another catchline.	Add
<input type="checkbox"/> 1VAC7-20-50	And another catchline.	Add
<input type="checkbox"/> 1VAC7-20-9998	FORMS (1VAC7-20).	Add

1. Alert tab displays when sections in this project are also in other active projects. Click arrow to display other projects.
2. Click VAC number to open section.
3. Check box left of VAC number to activate Trashcan. Click Trashcan and checked section will be removed from project.
4. Click <--Projects to return to agency project queue.
5. Town Hall agencies will find link to Town Hall Action linked to a project above Stage information:

Town Hall 5917
Stage: Exempt Proposed find it here.

10. Under the Documents subtab, upload documents other than forms and DIBRs. (For uploading forms and DIBRs, [click here](#).)

Add a new Document

Description: Federal Register Pages

Supported File Types: .pdf, .doc, .docx

Using Brackets.pdf

File Name	Description	Stage At Upload	Upload Date
<input type="checkbox"/> Register Publication Reminders-20220218162050.pdf	OAG Certification Letter	Proposed	02/18/2022

1. Click Upload Document.
2. Enter the document name in the Description field.
3. Click Attach file and find and double click or "open" the document to upload.
4. That document's name will appear where in the example "Using Brackets.pdf" is highlighted.
5. Click Save.
6. The document will appear with a link in the list beneath the document in the example, "Register Publication Reminders....pdf" that has already been uploaded.

11. Under the History subtab, find all documents associated with each stage of the project.

NOIRA

Register: 03/01/2021 Volume 37 Issue 14

Supporting Documents: Transmittal Sheet, Agency Background Document

Comment deadline: 03/31/2021

Proposed

Register: 01/17/2022 Volume 38 Issue 11

Supporting Documents: Transmittal Sheet, Agency Background Document, EIA, Agency Response to the EIA, OAG Letter (5637)

Comment deadline: 03/18/2022

Other Action: Errata - Proposed

Register: 02/14/2022 Volume 38 Issue 13

Supporting Documents:

Comment deadline: Effective date: Expiration date:

1. Notice link to Town Hall Action and to the Register where the most recent stage is published.
2. The Snapshot for each stage can be accessed by clicking the camera icon for each stage. Example is circled in red.
3. Click each linked document to display that document.

12. Under the Comments subtab, find communication between Registrar's Office staff and the agency about the project. Click here for instructions on using the Comment Feature.

The screenshot shows the RIS web application interface. At the top, there is a navigation bar with the RIS logo and menu items: Dashboard, New Project, Projects (selected), Register, and Resources. Below the navigation bar, the page title is "Title 9 / Agency 25 / State Water Control Board" and the location is "Town Hall 5637". The main heading is "Project 6555" with the subtitle "Triennial Review Rulemaking to Adopt New, Update or Cancel Existing Water Quality Standards (2020)". The stage is "Proposed" and the register information is "01/17/2022 Vol.38 Iss.11".

Below the heading, there are tabs for Sections, Documents, History, Comments, and Overview. The Comments tab is active. A toolbar includes a "New thread" button, filters for "All Stages" and "All Statuses", and a "Keyword Filter" search box.

<input type="checkbox"/>	Author	Subject	Stage	Replies	Last Updated
<input type="checkbox"/>	Nikki Clemons	DIBR for 6555	Proposed	0	01/03/2022 12:43
<input type="checkbox"/>	Anne Bloomsburg	Sections need updating Project 6555	Proposed	3	12/29/2021 17:26
<input type="checkbox"/>	Karen Perrine	Three-year review	NOIRA	1	02/11/2021 12:15

At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "50 rows".

13. Under the Overview subtab, find vital information about the project.

The screenshot shows the RIS web application interface for Project 6822. The navigation bar is the same as in the previous screenshot. The page title is "Title 1 / Agency 7 / Virginia Code Commission" and the location is "Stage: Proposed". The main heading is "Project 6822" with the subtitle "Demonstration Project".

Below the heading, there are tabs for Sections, Documents, History, Comments, and Overview. The Overview tab is active. The "Project Information" section contains the following fields:

- Forms Only Project
- Project Description*: Demonstration Project
- Project ID: 6822
- Stage*: Proposed
- Other Actions*: Select...
- Project Owner*: Bloomsburg, Anne
- Project Contributor: Edwards, Terri
- Project Contributor: Clemons, Nikki
- Project Contributor: (empty)
- Project Contributor: (empty)

The Exemptions section contains:

- Exemptions: § 2.2-4006 A 4 a
- Exemption citation #: (empty)

The Project Notes section contains a text area with the placeholder text "Enter important information for team members (contributors) here." and "Cancel" and "Save" buttons at the bottom right.

1. This is basically the web form filled out to create the project.
2. The information about the project can be edited and saved using this screen.