



VIRGINIA

REGISTER OF REGULATIONS

AMENDING REGULATION TEXT IN RIS

Insert content into the appropriate sections:

1. After you have created the structure for the regulatory action, you can amend content with strikethroughs and underscores in sections being amended, enter the content of each new section that is being added, and strike through the catchline and section content for sections being repealed. **Begin the process in each case by clicking on the red "edit" button.** This opens a version of Word with the appropriate macros. Details for each type of action follow.
2. **To amend a section**, use strikethroughs and underscores to mark changes. Amend the content of sections as usual with strikethroughs and underscores. Mark changes in a final regulation with brackets. Use the macro buttons in the RIS template that create the opening and closing brackets without underlining and with "required spaces" so brackets will stay with the stricken and new language being modified. Verify that all paragraphs have correct styles applied. For a listing of styles and examples, see the [VAC Quick Style Sheet](#) on the [Register website](#).

Click the RIS Update button to upload the modified text to the RIS application. Click on "back" in the upper right hand corner to go back to the Project Details page. To make additional modifications, click on "edit" again, make additional changes, and use the RIS Update button to finish.

If you decide not to keep the changes you made, you may close the Word window without saving and your text in RIS is not changed.

3. **For each new section**, enter the text of the entire section. Fill in the Statutory Authority portion for the new section. Make sure all text is underlined including the section number, catchline, and section text. The Statutory Authority is not underlined. Verify that all paragraphs have correct styles applied. Click the RIS Update button. Click on "back" in the upper right hand corner to go back to the Project Details page or click "next" to go to the next section in the project.
4. **To repeal a section**, use the "(Repealed.)" button in the RIS template to insert (Repealed.) after the catchline. Leave the section number, strike the catchline, and strike the text of the section and the Statutory Authority but do not strike through the Historical Notes. Historical Notes will remain with the section in VAC after it is repealed.
5. **To insert a new part or article**, include the part/article number and title before the section as they appear in the Register. By doing this, they will appear correctly in the Register when published as final.
6. **To amend current part and article names and numbers**, make the changes in the section if that section is being amended. If it is not being amended, then a message should be included in the Comments feature of the project so the Registrar's Office can make the appropriate changes for Register publication and in the online VAC when the action becomes final.