



VIRGINIA

REGISTER OF REGULATIONS

RIS NAVIGATION AND OTHER TIPS

1. **Refresh your screen:** The F5 button on your keyboard is the refresh key. If changes you made to a section do not appear after using the RIS Update button in the RIS toolbar, press the F5 button to refresh the screen.
2. **RIS header features:** The RIS banner at the top of the screen contains the following headers that are links to various pages as indicated:
 - "RIS - Regulation Information System" - to the main Virginia Administrative Code page with your list of agencies under the red "Regulatory Information System" heading (to enter RIS, click on the name of the desired agency under the heading).
 - "Town Hall Sign In" - to the Town Hall log-in screen and then directly to the project in Town Hall if it is linked to RIS.
 - "Projects" - to your list of pending RIS projects in numerical order on the "Projects List" page. Hint - to view all projects, including completed projects, click on the box next to "View all projects" at the top of the Projects List.
 - "Tools" - to a page for loading the RIS toolbar.
 - "Cumulative Table" - to a list of regulation sections that have been amended, added, or repealed in the *Virginia Register* since the regulations were originally published or last supplemented in the most recent print version of VAC. Emergency regulations and errata pertaining to final regulations are listed. Proposed regulations are not listed.
 - "Time Frame Calculator" - to a list of upcoming *Virginia Register* issues and each issue's corresponding publication date and dates forward of 21, 30, 45, and 60 days to help standardize counting for purposes of marking effective dates and public comment periods for regulations.
 - "Style Manual" - to the [Form, Style and Procedure Manual for Publication of Virginia Regulations](#) on the Virginia Register of Regulations' website. A link to this manual is also on the Register's website under [Agency Quick Links](#).
 - "RIS Resources" - to the corresponding page on the Virginia Register of Regulations' website.
3. The **Action ID** number in the last column of the Projects List page is the number assigned by the Regulatory Town Hall for this project when it was linked to Town Hall. "Del!" in this column means the RIS project was previously linked to a TH action but is no longer linked. If this occurs, please contact the Registrar's Office to troubleshoot the situation. If this area is blank, no TH action is linked to the project.
4. **Filter your list of agency projects** on the RIS Projects List by **stage** (none, Emergency, Emergency/NOIRA, NOIRA, Proposed, Reproposed, Final, Fast-Track, or Other) or **status** (Not Submitted, Pending, VAC Updated, or Withdrawn).
5. **Sort your list of agency projects** on the RIS Projects List page by project number, date last updated, or stage by clicking on the desired column header. The default order lists the projects in project number order.

6. **History:** Click on the project number on the Projects List page for a publication history of the project. The history will build as the project moves through the each regulatory stage. The history screen includes a link to the volume and issue of the Register in which the stage is published, as well as links to certain information in Town Hall.
7. **Comments** feature allows the regulatory coordinator or project manager (whoever is designated in the email box) to communicate directly with the Registrar's Office and attaches that communication as a permanent part of the project.
8. **Manila folder:** Click on the manila folder in the first column of the project's row to open the Project Details page for that project. From this page, you can (i) access and edit the project's sections, (ii) add a section to the project (use "Create Entry"), (iii) create a report, or (iv) search the project. For a step-by-step guide to inserting sections into a project, see the section titled "[Create an RIS Project](#)" in the [RIS Resources](#) on the Register's website.
9. **Section catchline or description:** Click on the section description found in the Description column on the Project Details page to make changes to the text of that description. (i.e., the title of the section). The text displayed in the Description column appears only in the table of contents for online VAC once the section becomes effective. This text is not connected to the section description found on the section page in RIS (and ultimately VAC on-line) and vice-versa. Therefore, be sure the text in the Description column matches the text on the section page.
10. **Section page:** The text of the regulation is found on this page. Click on the VAC number on the Project Details page to open the section page.

The top right hand corner of the page has navigation buttons for the following functions:

- ♦ "back" takes you to the Project Details page.
- ♦ "prev" and "next" take you through the list of sections in the project in numerical order.
- ♦ "vac" is a shortcut link to current VAC online and opens a new window with the section. This feature is not available for new sections being added in the project. Right click on "vac" and select "Open in New Tab" to open the current section in a new tab next to your current window.
- ♦ "integ" activates the integrity check feature and compares the text in the project section to the actual text currently in effect in online VAC. This feature is not available for new sections being added in the project. After using the "integ" navigation button, you must re-activate all navigation buttons by going to another section and then returning to the original section (hint - use "prev" or "next").
- ♦ "hilite" causes underlined text to appear in yellow and stricken text to appear in red.

The top left hand corner has a red "edit" button that opens the section in Word so you can make changes to the text of the section and save by clicking on "RIS Update."

Questions or suggestions? Please forward them to Nikki Clemons at ncclemons@dls.virginia.gov or Anne Bloomsburg at abloomsburg@dls.virginia.gov for inclusion in FAQs and for future modifications to the system.

Contact information:

Registrar's Office: (804) 698-1810

Division of Legislative Automated Systems (DLAS) Helpdesk: helpdesk@dlas.virginia.gov

Project List Page



Title 12 Agency 5 - DEPARTMENT OF HEALTH

Create New Project or Create Project From TownHall

Stage Filter Status Filter

View All Projects Projects count: 86

| Open | Project | Chapter-Description | Last Updated | Stage | Eff. Date | Comments | ActionID |
|------|---------|---|--------------|-----------------|-----------|--|----------|
| | 1006 | CH 0031 test project 502 | 10/17/2007 | none | | <input type="button" value="Post"/> | 0 |
| | 1125 | CH 0612 Implement Section 32.1-164.1:01 of the Code of Virginia, the Onsite Sewage Indemnification Fund | 1/4/2011 | none | | <input type="button" value="Re-Sync"/> | 5 3420 |
| | 1333 | CH 0410 Repeal of sections in 12 VAC 5-410 with promulgation of a new regulation, 1 | 3/26/2010 | NOIRA | | <input type="button" value="Re-Sync"/> | 0 2622 |
| | 1335 | CH 0475 Amend Organ/Tissue Donor Regulations for Clarity, Efficiency and Effectiveness | 2/25/2014 | Proposed | | <input type="button" value="Re-Sync"/> | 4 2631 |
| | 1336 | Amend regulations following periodic review | 5/12/2009 | Proposed | | <input type="button" value="Re-Sync"/> | 0 2624 |
| | 1337 | Implement Section 32.1-164.1:01 of the Code of Virginia, the Onsite Sewage Indemnificat | 1/31/2012 | Proposed | | <input type="button" value="Post"/> | 1 |
| | 1339 | Update of the Regulations | 10/22/2008 | Proposed | | <input type="button" value="Post"/> | 0 |
| | 1371 | CH 0381 Regulations for the Licensure of Home Care Organizations - technical changes | 8/13/2010 | Final | | <input type="button" value="Post"/> | 0 |
| | 1382 | CH 0067 Advance Health Care Directive Registry | 4/6/2011 | Emergency/NOIRA | | <input type="button" value="Re-Sync"/> | 3 3460 |
| | 1576 | CH 0220 COPN 21st consideration | 8/22/2008 | none | | <input type="button" value="Post"/> | 0 |

"Create New Project": Insert name; click on the button to start a new project

"Open" (manila folder): Click on the folder to open the project details page (sections)

"Project": Click on the number to open the history screen for the publication history

"Comments": Click on the number to open the comments screen

Click on any column heading to sort in ascending or descending order (except "Open" and "Action ID")

Project Details Page

| REGULATION INFORMATION SYSTEM | | | | | |
|-------------------------------|----------|-------|------------------|-----------------------|---------------|
| TownHall Sign In | Projects | Tools | Cumulative Table | Time Frame Calculator | Style Manual |
| | | | | | RIS Resources |

Title 12 Agency 5 - DEPARTMENT OF HEALTH (Project 2735)

CH 640 Amend Alternative Discharging Sewage Treatment Regulations for Single Family Ho

TownHall Regulatory Actions Page

Create Entry Search This Project Uploads* Create Report Go Go

| Sections | | | | | |
|----------|---------|--------------------------------|--|--------|--------|
| Delete | Chapter | Section | Description | Action | |
| X | 640 | 12VAC5-640-5 | Definitions | | Add |
| X | 640 | 12VAC5-640-10 | Authority for regulations | | Repeal |
| X | 640 | 12VAC5-640-20 | Purpose of regulations | | Amend |
| X | 640 | 12VAC5-640-30 | Scope of regulations | | Amend |
| X | 640 | 12VAC5-640-40 | Relationship to the Virginia Sewage Handling and Disposal Regulations | | Amend |
| X | 640 | 12VAC5-640-50 | Relationship to the proposed Sewage Collection and Treatment Regulations | | Repeal |
| X | 640 | 12VAC5-640-60 | Relationship to the State Water Control Board | | Amend |
| X | 640 | 12VAC5-640-70 | Relationship to the Uniform Statewide Building Code | | Amend |
| X | 640 | 12VAC5-640-80 | Administration of regulations | | Amend |
| X | 640 | 12VAC5-640-100 | Definitions | | Repeal |
| X | 640 | 12VAC5-640-110 | Compliance with the Administrative Process Act | | Amend |
| X | 640 | 12VAC5-640-130 | Effective date of regulations | | Repeal |
| X | 640 | 12VAC5-640-140 | Emergency order | | Amend |
| X | 640 | 12VAC5-640-150 | Enforcement of regulations | | Amend |
| X | 640 | 12VAC5-640-170 | Variances | | Amend |
| X | 640 | 12VAC5-640-180 | Informal conferences and hearings | | Amend |
| X | 640 | 12VAC5-640-190 | Request for hearing | | Repeal |

Create Entry: opens the feature to create or add a section to the project

Search This Project: use to perform a word search of the sections in the project

Uploads: opens the Uploads feature of RIS

Create Report: click on the drop down arrow to select the desired report

Section: click on number to open the section and edit the text (red edit button)

Description: click on the name to edit it (for VAC online Table of Contents)

Red "X" by project name: deletes the entire project (disabled if submitted to Registrar)

Red "X" by section: deletes that section from the project

History Page



12 VAC 5 DEPARTMENT OF HEALTH

Establishment of the Virginia Immunization Information System (Project 1776) (TH ID: 3071)

Chapter 115 VIRGINIA IMMUNIZATION INFORMATION SYSTEM

| Stage | Register | Comment Deadline | Effective Date | Expiration Date | Agency Statement | EIA | EIA Response | OAG Letter | Snapshot (as filed) |
|----------|------------------|------------------|----------------|-----------------|------------------|-----|--------------|------------|---------------------|
| NOIRA | 25:26 2009-08-31 | 2009-09-30 | | | | | | 3071 | |
| Proposed | 29:6 2012-11-19 | 2013-01-18 | | | | | | 3071 | |

"Register": Provides the publication history of the project, including a link to the pdf for the *Virginia Register* issue

"Agency Statement": Links to the Townhall agency statement.

"EIA": Links to the Department of Planning and Budget's economic impact analysis.

"EIA Response": Links to the agency's response to DPB's EIA.

"OAG Letter": Office of the Attorney General's letter.

"Snapshot": Links to a copy of the project as it was originally submitted to the Registrar's Office for publication.

Comments Page

RIS
REGULATION INFORMATION SYSTEM

TownHall Sign In Projects Tools Cumulative Table Time Frame Calculator Style Manual RIS Resources

9 VAC 15 Pollution Solutions (TEST: Used for Training) ([Project 1138](#))

Administrative Code Workspace - Comments

| Delete | Agency | User | Comment | Date |
|--------|--------|--------|--|-----------|
| X | 090 | LEGJRJ | test from Joe | 07-Jul-08 |
| X | 090 | LEGLDH | Please submit ... | 16-Oct-08 |
| X | 090 | LEGLDH | Here's my response: | 16-Oct-08 |
| X | 090 | LEGLDH | test | 23-Oct-08 |
| X | 090 | LEGLDH | Comment in this space. | 03-Nov-08 |
| X | 090 | LEGLDH | test comments | 23-Feb-09 |
| X | 090 | LEGLDH | comments for training | 04-Mar-09 |
| X | 090 | LEGLDH | comments | 24-Jun-09 |
| X | 090 | LEGCT | comment | 13-Jan-10 |
| X | 090 | LEGCT | comment 1 | 13-Jan-10 |
| X | 090 | LEGLDH | This is a question for the reg coord. | 14-Apr-10 |
| X | 090 | LEGLDH | What does 9VAC20-15-10 mean? | 07-Jul-10 |
| X | 090 | LEGLDH | here's my question | 21-Oct-10 |
| X | 090 | LEGKWP | :sdfika'dff;k s;dflk;sldfk asdl;fk a'dflk';sdlkf asdfi | 17-Jun-11 |

Your Comment Goes here

Notify: +

| |
|-------------------|
| Jane Chaffin |
| Anne Bloomsburg |
| Lilli Hausenfluck |
| Karen Perrine |

1. Enter email of person to whom comment will be sent (If the email is going to one of the Registrar staff options, select that staff member's name from the list.), **then click the "Notify" box.**
2. Type your comment in the box the "Your Comment Goes here" prompt.
3. Click "Add Comment."
4. Your comment will be added to the comment list with the date as a permanent part of the project and emailed.
5. Use the blue **X** to delete a comment.
6. To respond to a comment email you receive, go to the Comment Page of your project in RIS and add the response there. Do not "reply" to the email.