



# VIRGINIA REGISTER OF REGULATIONS

## INSTRUCTIONS AND INFORMATION FOR FORMS ONLY REVISIONS

The "Forms Only Revision" process is used when only the forms list at the end of a chapter is updated because an agency's forms have changed. If regulatory text in a VAC section is being changed, this process does not apply.

Each new or revised form must be filed with the Registrar's Office; through the Forms Only Revision process, an agency files the new or revised form and requests publication of the change. The revised forms list with links to the forms will appear in VAC online on the publication date of the Register in which it appears. The links are to the Registrar's Office repository and are not links to the agency's website.

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

### Revising a Form

1. Create a new project in RIS. Use a name to distinguish the project from other agency projects in RIS. Example: "Forms only revision 2016". (Note for Town Hall agencies - you will not create an action on Town Hall for this Forms list update).

#### Title 4 Agency 15 - DEPARTMENT OF GAME AND INLAND FISHERIES

2. Open the project by clicking the yellow folder icon  and click "Create Entry" to (i) add the desired forms list to the project if the chapter already has a forms list or (ii) add a new list if the chapter does not have a forms list.

#### Title 4 Agency 15 - DEPARTMENT OF GAME AND INLAND FISHERIES (Project 1429)

If a forms list exists for a chapter, it will show as "9998 Forms" when you select the chapter during the Create Entry process. Forms lists from multiple chapters may be added to the same project.

#### Title 9 Agency 25 - STATE WATER CONTROL BOARD

3. Update the forms list at the end of the chapter. The forms list in VAC uses the following formats:
  - a. New form - "Form name, form number (eff. MM/YYYY)"
  - b. Revised form - "Form name, form number (rev. MM/YYYY)"
4. Make revisions using strikethroughs and underlines:
  - a. Repealed form - If a form is being repealed, strike it on the list (remove its hyperlink).
  - b. Revised form - If a form is being revised, make changes by striking through the old form information and underscoring the revised form information.
  - c. New form - If a form is being added, underscore the new form information.
  - d. Make sure that the effective or revision date noted on the list matches the date on the form and that the title of the form is the same as the title on the list.
  - e. Make sure that the form has a form number.

### EXAMPLES

#### FORMS (4VAC25-101)

Application for a Permit to Drill a Vertical Ventilation Hole, DM-VVH-1 (eff. 9/2000)

Drilling Report, DM-DR-1 (eff. 3/2001)

Plugging Affidavit, DM-PLG-1 (eff. 3/2001)

#### FORMS (19VAC30-70)

~~Inspection Sticker Report, Form SP-221 (eff. 8/1/94)~~

Inspection Sticker Inventory Report, Form SP-221 (rev. 12/2005)

Mechanics Certification Application, Form SP-170-B (rev. 9/2004).

5. Attach the forms to the RIS project. Use the "Uploads" feature in RIS. If needed, instructions are on the Registrar's website under "[Upload Forms & DIBRS](#)" on the RIS Resources page.



- a. If your agency does not post actions on Town Hall, submit the project for publication as usual.
- b. If your agency does post regulatory actions on Town Hall, you cannot submit the project for publication in the usual way through Town Hall because you will not have a corresponding Town Hall action. Therefore, when you are ready to submit the project, please send an email to [VaRegs@dls.virginia.gov](mailto:VaRegs@dls.virginia.gov) with the following information:
  - Project information: RIS project number and description.
  - Agency information: Agency name.
  - Chapters for forms list: VAC number of chapter (e.g., 12VAC5-90).
  - Agency contact information - Name, title, address, phone number, and email address.
  - RIS report: Use the Create Report feature in RIS and run a Sections report. Save the report and attach to email.
  - Forms: Attach a PDF of the form.

### EXAMPLE OF EMAIL TEXT

Attached is a forms only revision. This action updates the tire forms listed in the forms section of 9VAC20-150 to the most current versions (December 2015). The following is the required information for this revision:

- (i) Project information: RIS Project 4637 – CH0150 Tire Forms Update
- (ii) Agency information: Virginia Waste Management Board.
- (iii) Chapters for forms list: 9VAC20-150.
- (iv) Contact information: Debra Harris, Policy & Planning Specialist, 629 E. Main Street, Richmond, Virginia 23219, [debra.harris@deq.virginia.gov](mailto:debra.harris@deq.virginia.gov).

The RIS report is attached and the updated forms have been uploaded using RIS (the forms are also available on DEQ's website at:

<http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/Forms.aspx> under the Recycling heading). Please let me know if there are any questions.