

VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

VOLUME 1, ISSUE 8 MAY 2009

Agency Response to Petitions for Rulemaking

◇ Section [2.2-4007 B](#) requires agencies to publish notices of petitions for rulemaking and the agency's response in the Virginia Register

◇ Initial Agency Notice

- Use the Response to Petition for Rulemaking form ([Form RR13](#))
- Email the form to VARegs@dls.virginia.gov
- Save form to use to file the Agency Decision later.

◇ Agency Decision

- Update Response to Petition for Rulemaking form by adding the agency's decision granting or denying the petitioner's request and the rationale for the decision
- Email the form to VARegs@dls.virginia.gov

◇ For more information, see § 4.5 of the [Style Manual](#).

2009-2010

2009 marks the 25th anniversary of the *Virginia Register of Regulations*.

INSIDE THIS ISSUE:

PETITIONS FOR RULEMAKING	1
DOCUMENTS INCORPORATED BY REFERENCE	1
RIS TRAINING	1
ASSURE/INSURE/ENSURE	2
GENERAL NOTICES	2
WHAT NOT TO WRITE	2
PUBLICATION DATES	2

DOCUMENTS INCORPORATED BY REFERENCE

File one copy of each document incorporated by reference (DIBR) and a list of all DIBR documents associated with a regulation when the proposed or exempt final regulation is filed or whenever the reference to the incorporated document itself is amended. Also, keep a copy of each DIBR at the agency.

A document is incorporated by reference and becomes an enforceable part of the regulation when the regulation is adopted by the agency. The list will appear in the Virginia Administrative Code following the numbered sections of the regulation and the forms list, if any. When documents are updated, added, or removed, amend the DIBR list using strikes and underscores as required when changing other VAC sections.

Use the following format to prepare the DIBR list: title, edition, date of publication, and author or publishing entity from whom the publication may be obtained.

RIS TRAINING REMINDER

It's not too late to sign up for RIS training!

May 13 or June 10:

10 - 11:30 a.m. **RIS Basic Training**

12:15 - 2 p.m. **RIS Intermediate Training**

General Assembly Bldg, 6th Floor, DLAS training room.

For reservations contact Terri Edwards at tedwards@dls.virginia.gov.



The Virginia Register of Regulations is published biweekly under the authority of the Virginia Code Commission.

Virginia Register of Regulations, 910 Capitol Street, 2nd Floor, Richmond, Virginia 23219, (804) 786-3591

For comments and questions, please contact Terri Edwards at tedwards@dls.virginia.gov.

COMMONLY MISUSED WORDS: ASSURE/INSURE/ENSURE

assure:	“To convince” or “to guarantee” and applies only to persons
insure:	To cover with insurance or “to guard against loss”
ensure:	“To make certain” or “to guard against loss” and applies to both persons and property

- You assure a person. (Kelly assured her mother she would be home by midnight.)
- You insure a car or home. (The homeowner purchased additional coverage to insure his home against hurricane damage.)
- You ensure everything else. (To ensure the product's safety, stringent guidelines must be met.)

PAPER OR ELECTRONIC? GENERAL NOTICES

Notices for the **General Notices/Errata** section of the Register require electronic submission only. Send these documents to VARegs@dls.virginia.gov and do not follow up with hard copies. The Registrar's office will retrieve the documents based on the Register publication deadlines and acknowledge receipt if requested. The "official filing day and time" is the day and time sent to VARegs@dls.virginia.gov.



WHAT NOT TO WRITE: COMBINING SINGULAR AND PLURAL WORD



- Avoid modifying singular words to be both singular and plural. Instead, indicate one or the other or both.
- **AVOID:** parent(s)
- **USE:** parent or parents
- **OPTION:** Define the word in the definitions section to mean one or the other or both. (Example: "Parent" means the legal parent or parents or legal guardians of the child.)

VIRGINIA REGISTER PUBLICATION SCHEDULE

Documents Filed by Noon on	Will be Published on
May 6	May 25
May 20	June 8
June 3	June 22
June 17	July 6