



# VIRGINIA

## REGISTER OF REGULATIONS

### How to Use Stages and Status Filters

**Stage.** Each step of the regulatory process is listed as a stage in RIS as follows:

- none (indicates the project has been created in RIS or Town Hall but has not been submitted to DPB for review or the Register for publication)
- Emergency
- Emergency/NOIRA
- NOIRA
- Proposed
- Reproposed
- Final
- Fast-Track
- Other Action ("other action" is an RIS-only stage, usually created by Virginia Register staff to reflect a suspension of effective date, publication of a withdrawal notice, extension of an emergency expiration date, or similar situation)

**Note to Town Hall Users:** A project's stage is changed in RIS when it is updated in Town Hall, so if a project is in the executive branch review for the proposed stage, it will show as proposed in RIS even though it has not yet been submitted to the Virginia Register for publication of that stage.

**Status.** A project's status is an indication of its current status in the RIS system. There are four status options:

- Not Submitted (indicates a project has not been submitted at any stage for publication in the Register)
- Pending (indicates a project has been submitted for any stage but has not reached its effective date and been posted on the online VAC)
- VAC Updated (indicates a project has reached its effective date and been posted on the online VAC)
- Withdrawn (indicates a project that was published in the Register has been withdrawn in writing to the Registrar and public notice of such has been published in the Register)

**Default setting.** The default setting for an agency's RIS Project List page is for all projects that are either "Not Submitted" or "Pending." By selecting "View All Projects," all projects since the inception of RIS in July 2007 are shown.

**Using the filters.** RIS users may filter their agency RIS projects using the stage or status filters or both. Choose a stage or status or one of each and click "Filter." "Reset" returns to the default setting. When filtering for a stage or status, set the other list to "All."