



# VIRGINIA

## REGISTER OF REGULATIONS

### ESSENTIAL FILING CHECKPOINTS

Do the following checks before submitting a project for publication in the Virginia Register.

1. Run Integrity Check ([click here for instructions](#))
  - a. If a section fails integrity check, go to **VAC** and look at historical notes to see if you're missing an update.
    - If you're not missing an update, then troubleshoot the text problem, using Integrity Check.
    - If you are missing an update, fix the language and update the historical notes in the section in the project.
  - b. If a section passes integrity check, check the **cumulative table** for an update that will become effective.
2. Check the Cumulative Table ([click here for Cumulative Table](#))
  - a. If an update will become effective **before** you submit the project, add the language as "old" language (without underline) and run integrity check after the effective date.
  - b. If an update will become effective **after** you submit the project, make the Registrar's Office aware of the timeline and give instructions as to resolving potential conflicts.
3. Search the Register for the section, looking for emergency or proposed regulations that have been published containing that section.
4. Check agency project queue.
  - a. Find the all other projects in your agency project queue that contain the sections in the project being submitted.
  - b. Update or make a plan and timeline for updating the sections in emergency and proposed regulations.
5. Run a sections report of the project ([click here for instructions](#)) to make sure all text is displaying correctly and spacing, underlining/strikethroughs, and brackets are all correctly formatted.
6. Review the Town Hall agency background document (ABD).

Does the agency background document (ABD) include all essential, statutorily required pieces?

Does the ABD still accurately describe the action?

Are all provisions included, and if provisions have been eliminated before the action is submitted, have those been removed from the ABD?
7. Have forms, DIBRs, or pages for consideration for federal exemption been uploaded to the project? ([click here for instructions for uploading forms & DIBRs](#))