



VIRGINIA REGISTER OF REGULATIONS

LOGGING INTO RIS 2.0

1. In any browser (Chrome, Edge, Firefox, etc.), go to <https://ris.dls.virginia.gov>.

RIS

2. User ID is agency state email address. Enter User ID.

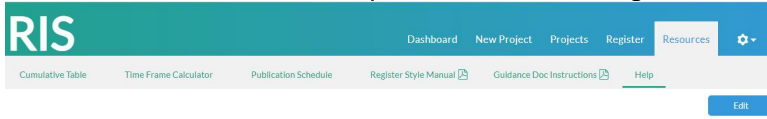
3. For initial sign-on or for a Password reminder, click Forgot Password and follow the prompts.

4. The Landing Page is the Dashboard with Notifications and Announcements.

5. Click Projects tab to see agency project list.

Project ID	Description	Stage	Chapter	Town Hall	Effective Date	Owner	Actions
7081	Establish Year Round Energy Assistance Program & Periodic Review	NOIRA		5912			Re-Sync
7049	Update Licensing Fee Payment Options	Fast-Track		5895		S Williams	Re-Sync
7000	Review & Amend Additional Daily Supervision Rate Structure	Final				N Clarke	Sync
6999	Amend Permanency Regulation 2019	Final				N Clarke	Sync
6998	Amend Permanency Regulation 2018	Final				N Clarke	Sync
6816	Amend Licensing Regulations to Remove Child Day Programs Transferring to the Board of Education	Exempt Final	191	5736	10/13/2021	A Foley	Re-Sync
6802	Amend ALF Regulation as a Result of	Exempt Final	73	5739	10/13/2021	S Strobbe	Re-Sync

6. Click Resources tab, Help screen for Training Videos and Instructions Sheets



RIS Training Resources

Training Videos

[Training Video](#)

[Uploading Forms Video](#)

[Editing a Section Video](#)

Instructions Sheets

[Uploading Forms and DIBRs](#)

[Filing a Forms Only Revision](#)

The Registrar's Office is staffed by Division of Legislative Services employees.

[Holly Trice, Registrar of Regulations - \(804\) 698-1883](#)

[Anne Bloomsburg, Assistant Registrar of Regulations - \(804\) 698-1884](#)

[Nikki Clemons, Regulation Analyst - \(804\) 698-1885](#)

[Terri Edwards, Senior Operations Staff Assistant - \(804\) 698-1881](#)

[Rhonda J. Dyer, Publications Assistant - \(804\) 698-1882](#)

7. Note that several other resources are available under this tab.

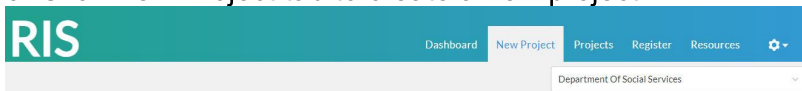
8. Click the Settings Gear to access User Management and add or amend agency users.



User Management

<input type="checkbox"/>	Name	Agency	Access Level	Status	Actions
<input type="checkbox"/>	Anne Bloomsburg	Virginia Code Commission	Admin	Active	Edit
<input type="checkbox"/>	Chris Harmon	Virginia Code Commission	Admin	Active	Edit
<input type="checkbox"/>	Diane Seaborn	Virginia Code Commission	Admin	Active	Edit
<input type="checkbox"/>	DLAS Admin	Virginia Code Commission	Admin	Active	Edit

9. Click New Project tab to create a new project.



New Project

Link a Town Hall Action

Select...

Project Information

Agency: Department Of Social Services

Forms Only Project

Project Description*

Stage*

Select...

Project Owner*

Select...

Project Contributor

Select...

Project Contributor

Select...

Project Contributor

Select...

Project Contributor

Select...

Exemptions

Exemption citation #

Exemptions

Exemption citation #

Exemptions

Exemption citation #

Exemptions

Exemption citation #

Exemptions

Exemption citation #

Project Notes

Clear Save



VIRGINIA REGISTER OF REGULATIONS

RIS COMMENT FEATURE INSTRUCTIONS & INFORMATION

Find the Comment Feature inside an RIS project (click on the RIS project number in agency Projects queue) under the Comments tab.

The screenshot shows the RIS project page for "Project 7085" under the "Comments" tab. The page includes navigation tabs for Sections, Documents, History, Comments, Overview, and Review. Below the tabs are buttons for "Amend/Repeal", "Add New", and "Stage Elements". A table lists one record with columns for Chapter, VAC, Description, Action, Effective Date, Update VAC, and Lock Section. The record shows Chapter 41, VAC 14VAC5-41-80, and Description "Policy costs and cost comparisons." The page also includes a pagination bar showing "Page 1 of 1" and "50 rows".

The screenshot shows the RIS project page for "Project 7085" under the "Comments" tab. The "New thread" button is highlighted with a red circle and a red arrow pointing to it. Below the table, the "Reg project filed" link is also highlighted with a red circle and a red arrow pointing to it. The table has columns for Author, Subject, Stage, Replies, and Last Updated. The record shows Author "Kim Butler" and Subject "Reg project filed".

Start a new comment thread.
OR
Open an existing comment thread to reply.

A New Thread looks like this:

The screenshot shows the "Add a new Thread" form. It includes a "Subject*" field, a "Message*" field with a rich text editor (powered by TINY), a "File upload" section with an "Attach file" button, and a "Notify" section with a dropdown menu for "Registrars's Office" and a "Post Comment" button.

Add text in the Subject and Message fields. A document can be uploaded to the comment by clicking Attach file. Under the Registrar's Office menu, select staff to receive an email notification that a comment has been added to the project. An email address may be added under Additional Email Address for another individual to receive

an email notification that the comment has been posted. Once the form is completed, click Post Comment.

Opening an existing comment looks like this:

Reg project filed Open
Stage: Proposed

From: Kim Butler 03/08/2022, 9:46am
The proposed order in WORD and PDF have been filed in the project. Comments and requests for a hearing may be filed with the SCC on or before April 29, 2022. 📄

Please let me know if you have any questions.

Thanks!

Kim -

Message

B *I* U ~~S~~

POWERED BY TINY

File upload

Attach file

Notify Registrar's Office Additional Email Address Angela Bowser, Bernadette Haxhaj, Kim Butler Post Comment

Add text in the Message field. A document can be uploaded to the comment by clicking Attach file. Under the Registrar's Office menu, select staff to receive an email notification that a comment has been added to the project. An email address may be added under Additional Email Address for another individual to receive an email notification that the comment has been posted. Once the form is completed, click Post Comment.

The email notification looks like this:

RMW Amendment 3 🖨️ 📄

Admin <noreply@dls.virginia.gov> 2:14 PM (2 hours ago) ☆ ↶ ⋮
to cindy.berndt, melissa.porterfield, jill.hrynciw, rachael.harrell, abloomsburg, nclemons, rdyer ▼

Hi Jill,

I opened the section, saved it, and re-synced the project to Town Hall, and the section is displaying as stricken now. Thanks! Anne

<https://ris.dls.virginia.gov/SectionDetails/CommentDetails/5395/3062>

Click the link above to respond to this comment. Do not use the email "reply" or "reply all" feature.

Got it. Thanks! Got it, thanks!

Pay attention to the instructions to reply when you receive notification of an RIS comment.



VIRGINIA REGISTER OF REGULATIONS

CREATING & EDITING A PROJECT

Any active user can create a project in RIS. Only an individual added as a "Project Owner" or "Project Contributor" can edit the project.

A. Creating.

1. After logging into RIS, open the New Project tab and complete highlighted fields.

The screenshot shows the 'New Project' form in the RIS system. The 'Link a Town Hall Action' dropdown menu is circled in red. The 'Project Description' field is highlighted in yellow. The 'Project Owner' dropdown menu is circled in red. The 'Project Contributor' dropdown menus are circled in red. The 'Exemptions' dropdown menus are circled in red. The 'Save' button is highlighted in blue.

2. Town Hall agencies, click dropdown arrow to link the project to a Town Hall action. Non-Town Hall agencies do not have this field.

3. If the project is an exempt action, add federal or state exemption to the APA.

4. Click Save. The project will display in the agency project queue under Projects tab.

The screenshot shows the 'Projects' tab in the RIS system. The project with ID 6822 is highlighted in yellow and circled in red. The 'Transmittal' button is highlighted in blue.

Project ID	Description	Stage	Chapter	Effective Date	Owner	Actions
6822	Demonstration Project	Proposed			A Bloomsburg	Transmittal
6820	Conforming to Statutory Changes 2021 Session	Exempt Final			A Bloomsburg	Transmittal 2
6807	Forms Only Project for 1VAC7-10	Final			A Bloomsburg	Transmittal

5. Click on the Project ID to open the project.

B. Editing.

1. Under Sections subtab, click Amend/Repeal or Add New to put sections into project.

The screenshot shows the RIS interface with the 'Project 6822' subtab selected in the navigation bar. The 'Amend/Repeal' button is highlighted with a red circle. The interface displays a table with no records found.

6. To select sections from an existing chapter to **amend**: put bullseye in Amend, use the dropdown arrow to display all available chapters and choose one, mark one or many sections, click Save.

The screenshot shows the 'Amend or Repeal' dialog box in the RIS interface. The 'Amend' radio button is selected. A dropdown menu is open, showing a list of sections under the chapter title '10 - REGULATIONS FOR FILING AND PUBLISHING AGENCY REGULATIONS'. The sections listed are: Section 10 - Definitions, Section 20 - Computation of time, Section 30 - General rules of construction, Section 40 - Form and style of regulations, Section 50 - Method of filing, and Section 60 - Internet address; contact information; consequential changes. The 'Save' button is visible at the bottom right.

To select sections from an existing chapter to **repeal**: put bullseye in Repeal and follow same steps.

The screenshot shows the 'Amend or Repeal' dialog box in the RIS interface. The 'Repeal' radio button is selected. A dropdown menu is open, showing a list of sections under the chapter title '10 - REGULATIONS FOR FILING AND PUBLISHING AGENCY REGULATIONS'. The sections listed are: Section 10 - Definitions, Section 20 - Computation of time, Section 30 - General rules of construction, Section 40 - Form and style of regulations, Section 50 - Method of filing, and Section 60 - Internet address; contact information; consequential changes. The 'Save' button is visible at the bottom right. Below the dialog box, a table shows the results of the repeal action, with a row for '1VAC7-10-10 Definitions' and an 'Amend' action button.

NOTE:

a. Section 10 - Definitions, which has been pulled into the project to be amended (and displays under Sections list at bottom of screenshot), is grayed out, unavailable for amend or repeal again.

b. When Repeal is selected, the system automatically strikes all appropriate section text, catchline, and statutory authority. Always use Repeal to repeal a section.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822
Demonstration Project Stage: Proposed

Sections Documents History Comments Overview

Amend/Repeal Add New Report Type Format Generate Keyword Filter

Alert! Sections are in multiple projects. Show Sections

Sections	Description	Actions
<input type="checkbox"/>	1VAC7-10-10 Definitions.	Amend
<input type="checkbox"/>	1VAC7-10-20. Computation of time. (Repealed.)	Repeal

Page 1 of 1 50 rows

7. To open a section, click the VAC number for the section.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822
Demonstration Project Stage: Proposed

Section → Edit Integrity Check Highlight VAC Online

1VAC7-10-20. Computation of time. (Repealed.)

When Article 8 (§ 2-2-400 et seq.) or 6 (§ 2-2-4031 et seq.) of the Administrative Process Act or the Virginia Register Act prescribes a time period that is contingent upon publication in the Register, whether before, after, or upon publication, the day of publication shall not be counted as part of the required time period. This section shall not apply to the comment period designated in § 2-2-4007.06 of the Code of Virginia to begin on the date of publication of the notice in the Register.

Statutory Authority
§ 2-2-4104 of the Code of Virginia.

Historical Notes
Derived from Virginia Register Volume 32, Issue 9, eff. January 1, 2016.

8. To add a new item to VAC, click Add New and select the type of new item to add.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822
Demonstration Project Stage: Proposed

Amend/Repeal Add New Report Type Format Generate Keyword Filter

Alert! Sections are in multiple projects. Show Sections

Section
Chapter
Part
Article
FORMS Section
DBIR Section
Computation of time. (Repealed.)

Page 1 of 1 50 rows

a. Section: (1) Adding a section to an existing chapter.

RIS Dashboard New Project **Projects** Register Resources

Title 1 / Agency 7 / Virginia Code Commission

Project 6822
Demonstration Project Stage: Proposed

Amend/Repeal Section Report Type Format Generate Keyword Filter

Add Section

Chapter Title
10: REGULATIONS FOR FILING AND PUBLISHING AGENCY REGULATIONS

Part
V - Virginia Register of Regulations

Section # 270 Section Catchline Additional Requirements

Save

(2) Adding a section to a chapter being added per this action.

The screenshot shows the 'Add Section' modal in the RIS system. The 'Chapter Title' dropdown is selected and highlighted in yellow, containing the text '20 - RULES GOVERNING OPERATOR'S RESPONSIBILITY TO REDISTRIBUTE TOPSOIL'. Other fields include 'Part' (I-General), 'Section #' (20), and 'Section Catchline' (Applicability of Standards).

b. Chapter: Use autogenerated Chapter # (or choose a different one), add title, add first section in new chapter, and click Save.

The screenshot shows the 'Add a new Chapter' modal. The 'Chapter Title' field is highlighted in blue and contains the text 'Rules Governing Operator's Responsibility to Redistribute Topsoil'. Other fields include 'Chapter #' (20), 'Section #' (10), and 'Section Catchline' (Definitions).

c. Part or Article: Use roman numerals for the Part or Article number (e.g., I, II, III, IV, V), enter catchline, designate sections for beginning and ending, and click Save.

The screenshot shows the 'Add New Part' modal. The 'End Before Section' dropdown is highlighted in yellow and contains the text 'Section 30 - Catchline'. Other fields include 'Chapter' (20 - RULES GOVERNING OPERATOR'S RESPONSIBILITY TO REDISTRIBUTE TOPSOIL), 'Part #' (I), 'Part Catchline' (General), and 'Start At Section' (Section 10 - Definitions).

NOTE:
The section chosen for the highlighted field (ending field) is actually the first section in the NEXT part.

d. Forms or DIBR list: Choose chapter to add list to, click Save.

The screenshot shows the 'Add a new Forms Section' modal. The 'Chapter' dropdown is selected and contains the text '20 - RULES GOVERNING OPERATOR'S RESPONSIBILITY TO REDISTRIBUTE TOPSOIL'.

9. Here is the project with all sections added. This is the Sections subtab view.

Alert! Sections are in multiple projects.
Show Sections

Sections	Description	Actions
<input type="checkbox"/> 1VAC7-10-10	Definitions.	Amend
<input type="checkbox"/> 1VAC7-10-20	Computation of time. (Repealed.)	Repeal
<input type="checkbox"/> 1VAC7-10-270	Additional Requirements.	Add
<input type="checkbox"/> 1VAC7-20	Rules Governing Operator's Responsibility to Redistribute Topsoil	Add
<input type="checkbox"/> 1VAC7-20-PI	General	Add
<input type="checkbox"/> 1VAC7-20-10	Definitions.	Add
<input type="checkbox"/> 1VAC7-20-20	Applicability of Standards.	Add
<input type="checkbox"/> 1VAC7-20-30	Catchline.	Add
<input type="checkbox"/> 1VAC7-20-40	Another catchline.	Add
<input type="checkbox"/> 1VAC7-20-50	And another catchline.	Add
<input type="checkbox"/> 1VAC7-20-9998	FORMS(1VAC7-20).	Add

1. Alert tab displays when sections in this project are also in other active projects. Click arrow to display other projects.
2. Click VAC number to open section.
3. Check box left of VAC number to activate Trashcan. Click Trashcan and checked section will be removed from project.
4. Click <--Projects to return to agency project queue.
5. Town Hall agencies will find link to Town Hall Action linked to a project above Stage information:

Town Hall 5917

Stage: Exempt Proposed find it here.

10. Under the Documents subtab, upload documents **other than forms and DIBRs**. (For uploading forms and DIBRs, [click here.](#))

Add a new Document

Description: Federal Register Pages

Supported File Types: pdf, doc, docx

Using Brackets.pdf

File Name	Description	Stage At Upload	Upload Date
<input type="checkbox"/> Register Publication Reminders-20220218162050.pdf	OAG Certification Letter	Proposed	02/18/2022

1. Click Upload Document.
2. Enter the document name in the Description field.
3. Click Attach file and find and double click or "open" the document to upload.
4. That document's name will appear where in the example "Using Brackets.pdf" is highlighted.
5. Click Save.
6. The document will appear with a link in the list beneath the document in the example, "Register Publication Reminders....pdf" that has already been uploaded.

11. Under the History subtab, find all documents associated with each stage of the project.

NOIRA

Register: 03/01/2021
Volume 37 Issue 14

Supporting Documents: Transmittal Sheet, Agency Background Document

Comment deadline: 03/31/2021 Effective date: Expiration date:

Proposed

Register: 01/17/2022
Volume 38 Issue 11

Supporting Documents: Transmittal Sheet, Agency Background Document, EIA, Agency Response to the EIA, OAG Letter (5637)

Comment deadline: 03/18/2022 Effective date: Expiration date:

Other Action: Errata - Proposed

Register: 02/14/2022
Volume 38 Issue 13

Supporting Documents:

Comment deadline: Effective date: Expiration date:

1. Notice link to Town Hall Action and to the Register where the most recent stage is published.
2. The Snapshot for each stage can be accessed by clicking the camera icon for each stage. Example is circled in red.
3. Click each linked document to display that document.

12. Under the Comments subtab, find communication between Registrar's Office staff and the agency about the project. Click here for instructions on using the Comment Feature.

Project 6555
Triennial Review Rulemaking to Adopt New, Update or Cancel Existing Water Quality Standards (2020)

Stage: Proposed
Register: 01/17/2022 Vol.38 Iss.11

Sections Documents History Comments Overview

Author	Subject	Stage	Replies	Last Updated
Nikki Clemons	DIBR for 6555	Proposed	0	01/03/2022 12:43
Anne Bloomsburg	Sections need updating Project 6555	Proposed	3	12/29/2021 17:26
Karen Perrine	Three-year review	NOIRA	1	02/11/2021 12:15

Page 1 of 1, 50 rows

13. Under the Overview subtab, find vital information about the project.

Project 6822
Demonstration Project

Stage: Proposed

Sections Documents History Comments Overview

Project Information

Forms Only Project

Project Description*
Demonstration Project

Project ID: 6822, Stage: Proposed, Other Actions: Select...

Project Owner: Bloomsburg, Anne; Project Contributor: Edwards, Terri; Project Contributor: Clemons, Nikki

Exemptions: \$2.2-4006 A 4 a, Exemption citation #

Project Notes
Enter important information for team members (contributors) here.

Cancel Save

1. This is basically the web form filled out to create the project.
2. The information about the project can be edited and saved using this screen.



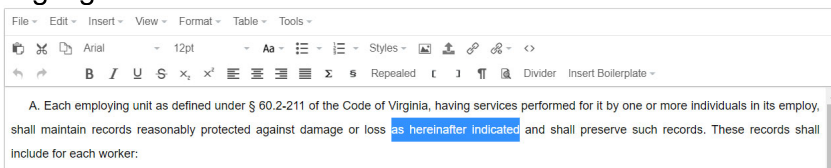
VIRGINIA REGISTER OF REGULATIONS

CORRECTLY AMENDING (STRIKING & UNDERLINING) TEXT

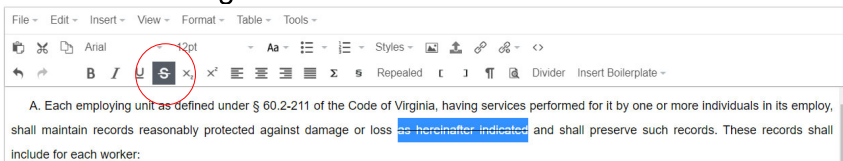
Amendments to regulation must show all changes to the text. Those changes are shown by applying strike-through to text being removed/deleted and by underlining text being added. If an entire regulation (chapter) is new, all the text will be underlined.

1. Removing text (striking):

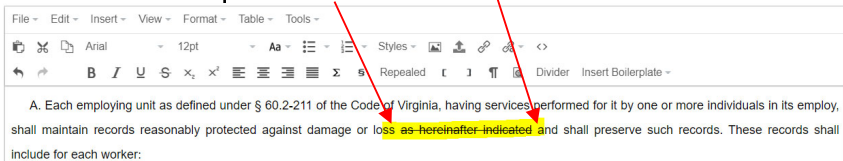
Highlight the text.



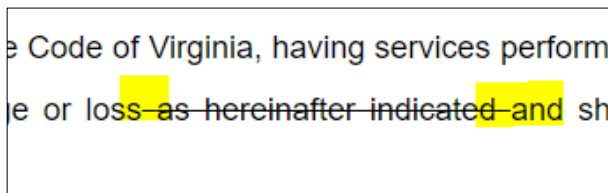
Click strikethrough button on tool bar.



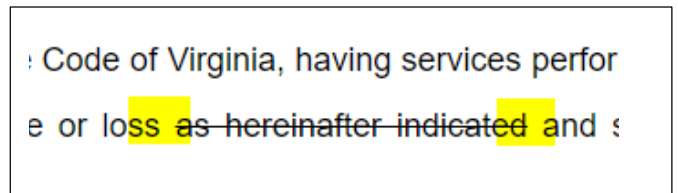
Notice that the spaces on either side of the stricken text is **NOT** formatted.



This is NOT correct:

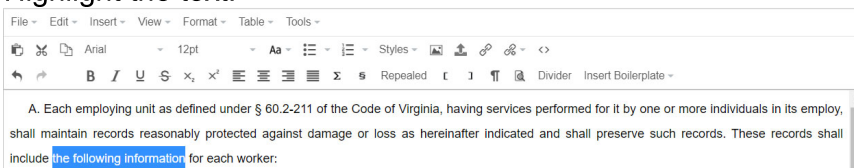


This IS correct:

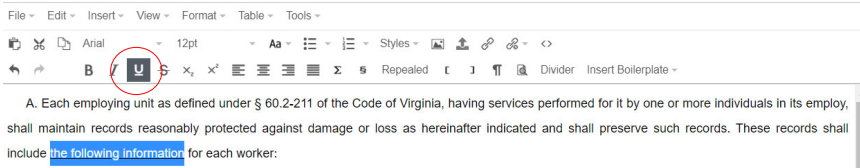


2. Adding text (underlining):

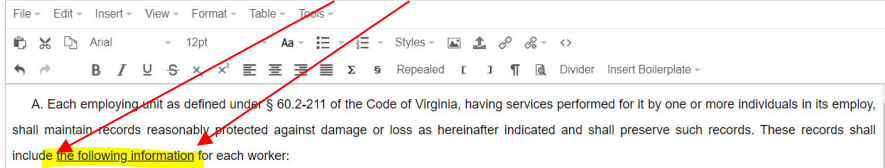
Highlight the text.



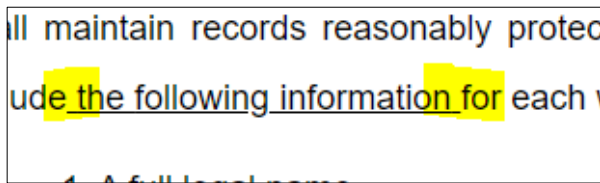
Click underline button on tool bar.



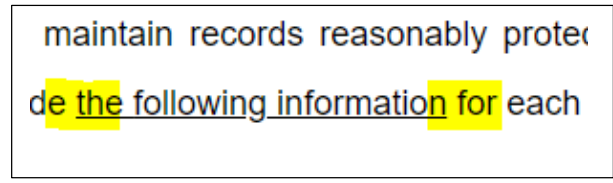
Notice that the spaces on either side of the stricken text is **NOT** formatted.



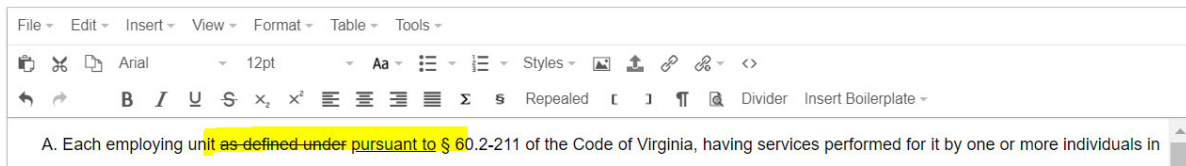
This is NOT correct:



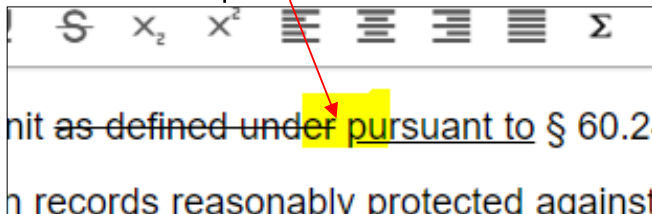
This IS correct:



3. When replacing language, strike text THEN add new underlined replacement text.

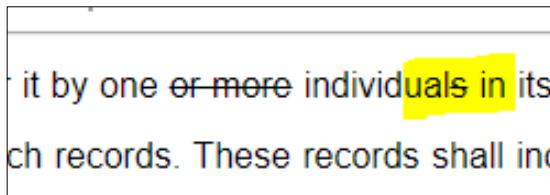


Notice that the space between stricken and underlined text is **NOT** formatted.

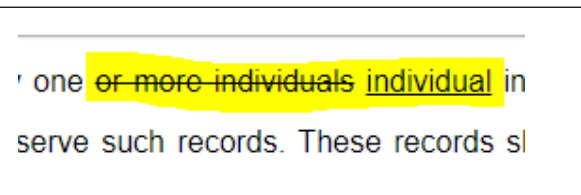


Always completely strike a word to change it:

This is NOT correct:

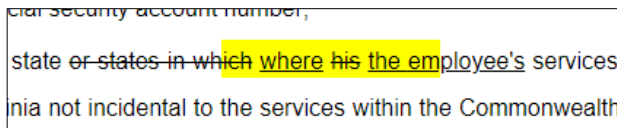


This IS correct:

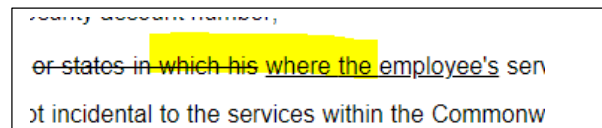


Group strikes and underlines and place stricken text BEFORE underlined text:

This is NOT correct:



This IS correct:



4. When relabeling subsections or subdivisions, strike label AND punctuation and add new label AND punctuation.

This is NOT correct:

1. A full legal name;
21. A social security account number;
32. The state or states in which his services are

This IS correct:

1. A full legal name;
2. 1. A social security account number;
3. 2. The state or states in which his se



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](#))



VIRGINIA

REGISTER OF REGULATIONS

INFORMATION & INSTRUCTIONS - FORMS ONLY REVISION

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 is not an option.

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.

In any browser (Chrome, Edge, Firefox, etc.), go to <https://ris.dls.virginia.gov> and sign into the **Regulation Information System** using your state government email.

1. Click on the **New Project** tab to display the **Project Information** screen.
2. Checkmark the **Forms Only Project** box.
3. Insert a **Project Description** following this template: Forms Only Project for XXVACXX-XXX (insert VAC number for each chapter being amended)
4. Once **Forms Only Project** is checked, the **Stage** field automatically register "Final"
5. Using the dropdown menu arrow, select the **Project Owner**.
6. **Project Contributors** may also be added at this time.

The **Project Information** screen should look similar to this:

New Project

Project Information

Agency: Virginia Code Commission

Forms Only Project

Project Description*

Forms Only Project for 1VAC7-10

Stage*

Final

Project Owner*

Bloomsburg, Anne

Project Contributor

Perrine, Karen

Project Contributor

Select...

Project Contributor

Select...

Project Contributor

Select...

7. Click **Save**. The screen will disappear; the **Project** will display the **Sections** tab view.

Title 1 / Agency 7 / Virginia Code Commission

Project 6807

Forms Only Project for 1VAC7-10

Stage: Final

Sections Documents History Comments Overview

← Projects

Amend/Repeat Add New Report Ty Forma Generate Keyword Filter

No records

Sections	Description	Actions
----------	-------------	---------

8. Select **Amend/Repeal** (shown here) if an existing Forms list is being amended or **Add New** if a new forms list is being added to a chapter. (This second situation would be unlikely unless regulatory text was already requiring forms that had not been filed and uploaded when the text was initially added requiring them.)

Project 6807
Forms Only Project for 1VAC7-10 Stage: Final

Sections Documents History Comments Overview ← Projects

Amend/Repeal Add New Report Ty Forms Generate Keyword Filter

Amend or Repeal ×

Amend Repeal

Chapter Title
10 - REGULATIONS FOR FILING AND PUBLISHING AGENCY REGULATIONS

Chapter Components
Section 170 - Exemptions from filing of documents adopted or incorporated by reference; requirements
Part IV - Forms
Section 180 - Filing requirements

9. Select **Amend** or **Repeal** (**Amend** is selected here). Click the **Chapter Title** dropdown arrow (highlighted) to display the list of agency chapters, then select the applicable one. All sections of the regulation will display. Select the Forms list from the list of sections. The screen will disappear and the Project will once again display the **Sections** tab view, showing the Forms list is in the project.

Project 6807
Forms Only Project for 1VAC7-10 Stage: Final

Sections Documents History Comments Overview ← Projects

Amend/Repeal Add New Report Ty Forms Generate Keyword Filter

Alert! Sections are in multiple projects.
Show Sections

1-1 of 1 records

Sections	Description	Actions
<input type="checkbox"/>	1VAC7-10-9998 FORMS (1VAC7-10)	Add

10. Click the VAC number to open the section. See the instructions sheet for [Uploading Forms/DIBRs](#) for how to edit the forms list.

11. To Submit the Forms Only Revision, click the **Transmittal** button in Project list.

1-4 of 4 records

Project ID	Description	Stage	Chapter	Town Hall	Effective Date	Owner	Actions
7191	Forms Only Project for 18VAC25-21-9998	Final				B Davis	Transmittal
4000	Fee Adjustment	NOIDA	01	4/20/20			Repeal

12. Fill in the highlighted fields in the generated **Transmittal** sheet.

Transmittal Sheet

Print

Transmittal Information

Type of Transmittal

Final

VAR Number

Regulatory Coordinator

Telephone

eg: (804) 123-4567

Email

Promulgating Agency

Trisha Lindsey

(000) 000-0000

trisha.lindsey@dporvirginia.gov

Auctioneers Board

Regulatory Action Title

Forms Only Project for 18VAC25-21-9998

Statutory Authority

Federal Authority

Effective Date

Expiration Date

Public Comments Received

Yes

No

N/A - Forms Only

Text identical to proposed?

If not, are the changes substantive?

Yes

No

Proposed last appeared in the Virginia Register in Vol:

Issue:

[or] none required

Emergency action appeared in the Virginia Register in Vol:

Issue:

[or] none required

Agency Contact Information

Name

Title

Address line 1

Address line 2

City

State

Zip

Telephone

eg: (804) 123-4567

FAX

eg: (804) 123-4567

Email

Transmittal by Authorized Officer

This regulatory action is being adopted in accordance with the Administrative Process Act.

This regulatory action is exempt from the the Administrative Process Act pursuant to Section of the Code of Virginia.

Attorney General Certification Letter:

Uploaded to Project

Emailed to Registrar

Name of Authorized Officer

Telephone

eg: (804) 123-4567

Email

Date Submitted

Public Hearing Date/Time

Locations

Public Comment Deadline

Agency Summary

Statement of Agency Action

Final Action Date

By checking this box and clicking "Submit", I acknowledge that these regulations have been certified as full, true, and correctly dated by the person authorized for this agency.

Cancel

Save Draft

Submit

13. After checking **certification box**, click **Save Draft**. That will activate the **Submit** button, then click **Submit**.



VIRGINIA REGISTER OF REGULATIONS

UPLOADING FORMS & DOCUMENTS INCORPORATED BY REFERENCE (DIBRs) IN RIS 2.0

Log into the Regulation Information System.

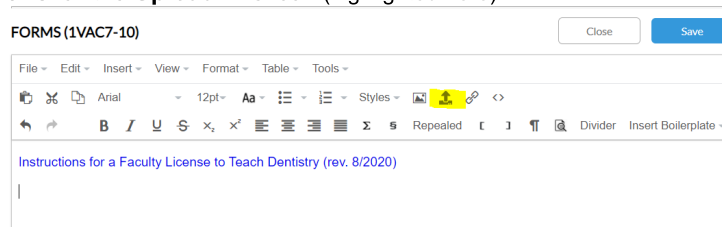
Uploading is a two-step process: **uploading** to create the link then **inserting** the linked document.

Click on the **Projects** tab and display the agency project list.

Open the project by clicking the **Project ID** number.

A: Uploading a form or a DIBR.

1. Projects open to the **Sections** view.
2. Open the FORMS or DIBRs section, by clicking on the section number in the **Sections** column.
3. Click the **Upload File** icon (highlighted here).



The **Upload File** function box will appear.

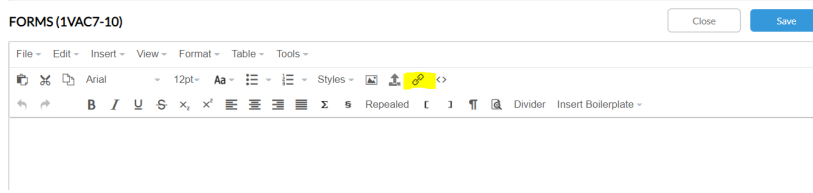
The 'Upload File' function box is a rounded rectangle. It has a title 'Description' at the top. Below the title is a text input field containing 'Form description', which is highlighted in yellow. To the right of the input field is a blue button with a white upload icon and the text 'Attach file'. Below the input field are two buttons: a white 'Cancel' button and a blue 'Save' button.

- a. Enter (type in or paste in) the name of the form or DIBR in the highlighted field.
 - Format a form name this way: Name, form number (eff./rev. date MM/YYYY)
 - Format a DIBR name this way: Name, authoring entity, edition #, eff. date, authoring entity physical address or web address.
- b. Click **Attach file** button. This will allow you to browse your computer so that you can access the form or DIBR and upload it to the system by doubleclicking or opening the **pdf** or **Word document**. Once successfully uploaded to the system, the form or DIBR will display as shown here. Click **Save**. The box will disappear.

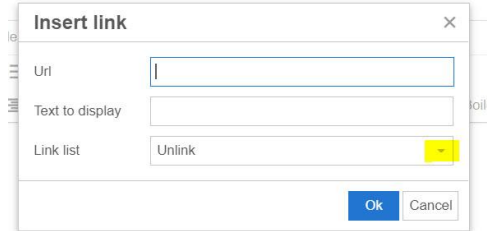
The 'Upload File' function box is shown after a file has been attached. The title is 'Description'. The text input field now contains 'Style Manual (eff. 10/2020)'. Below the input field, the filename 'stylemanual.pdf' is displayed in a yellow box. The 'Attach file' button is still present, along with the 'Cancel' and 'Save' buttons.

B: Inserting or editing a linked form or DIBR.

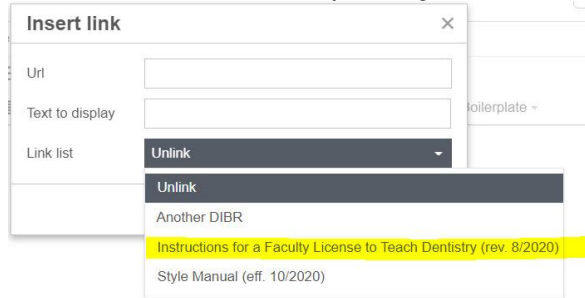
1. Click the **Insert/edit link** icon (highlighted here).



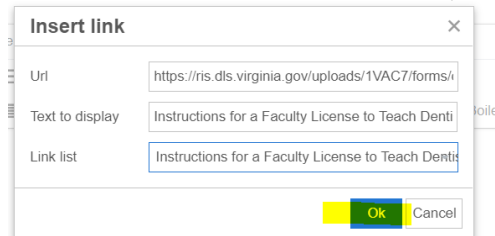
2. The **Insert link** function box will appear. Click the **Link list** menu arrow (highlighted here)



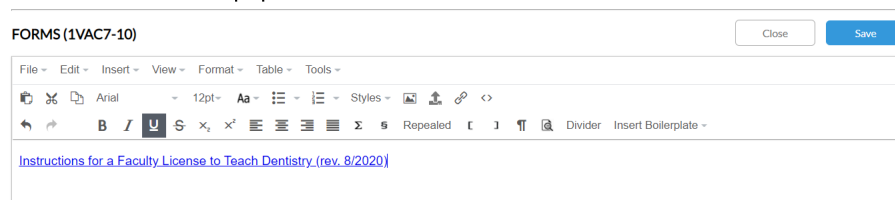
3. The uploaded documents available to be inserted into forms or DIBR section will display. Select the document to be inserted by clicking on that document in the list.



4. The **Insert link** function box will display this. Click **Ok** (highlighted here)

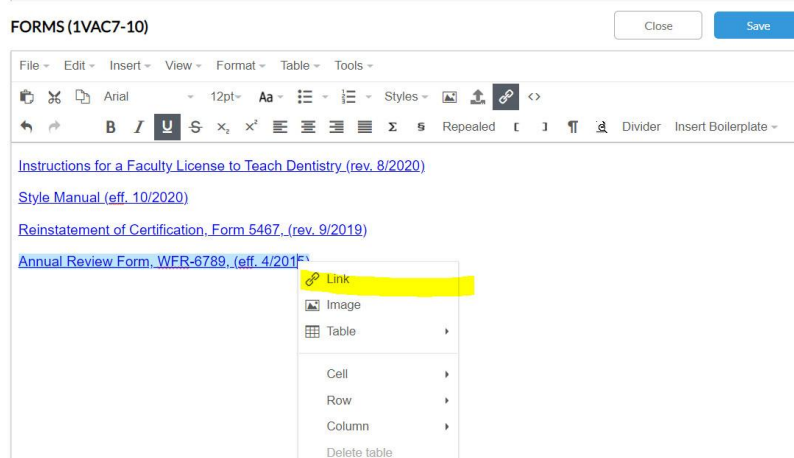


5. Form or DIBR will populate the list as shown here.



C: Editing the forms or DIBRs list (updating, i.e., replacing an existing listed document).

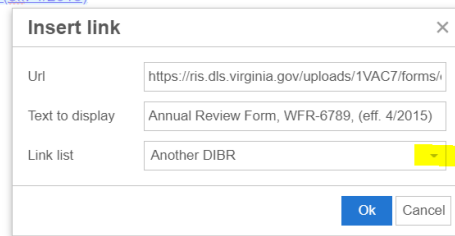
1. Break hyperlink by right clicking the name of the document (form or DIBR) to be replaced.



Click Link option (highlighted here).

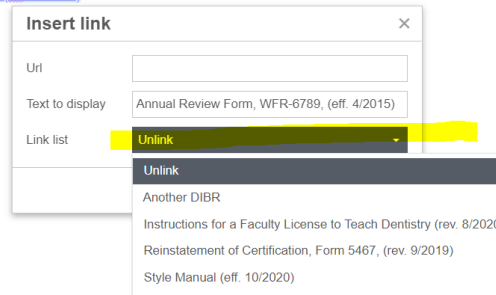
2. **Insert link** function box displays. Click **Link list** dropdown arrow (highlighted here).

[Reinstatement of Certification, Form 5467, \(rev. 9/2019\)](#)
[Annual Review Form, WFR-6789, \(eff. 4/2015\)](#)



3. The **Link list** will display. Select **Unlink** (as highlighted)

[Reinstatement of Certification, Form 5467, \(rev. 9/2019\)](#)
[Annual Review Form, WFR-6789, \(eff. 4/2015\)](#)



4. Strike the unlinked document (the one being updated/replaced) and put your cursor immediately below the stricken form (as highlighted here).

FORMS (1VAC7-10) Close Save

File - Edit - Insert - View - Format - Table - Tools -

Arial 12pt Aa Styles

B **I** **U** **S** x₂ x² Repealed Divider Insert Boilerplate -

[Instructions for a Faculty License to Teach Dentistry \(rev. 8/2020\)](#)

[Style Manual \(eff. 10/2020\)](#)

[Reinstatement of Certification, Form 5467, \(rev. 9/2019\)](#)

~~Annual Review Form, WFR-6789, (eff. 4/2015)~~

|

5. Insert/edit link as shown in B. List should look like this:

FORMS (1VAC7-10) Close Save

File - Edit - Insert - View - Format - Table - Tools -

Arial 12pt Aa Styles

B **I** **U** **S** x₂ x² Repealed Divider Insert Boilerplate -

[Instructions for a Faculty License to Teach Dentistry \(rev. 8/2020\)](#)

[Style Manual \(eff. 10/2020\)](#)

[Reinstatement of Certification, Form 5467, \(rev. 9/2019\)](#)

~~Annual Review Form, WFR-6789, (eff. 4/2015)~~

[Annual Review Form, WFR-6790, \(eff. 5/2021\)](#)

6. Save and close section.



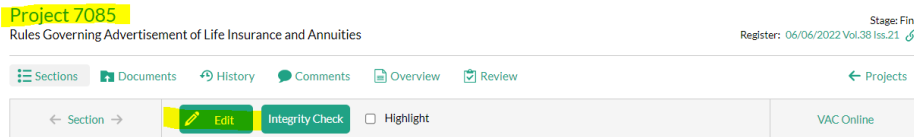
VIRGINIA REGISTER OF REGULATIONS

INSERTING BRACKETS - RIS TEXT EDITOR

Changes made between stages in multiple stage RIS projects (i.e., between proposed and repropsoed stages or proposed or repropsoed and final stages) must be bracketed.

Use the brackets provided on the Tool Bar of the Text Editor in RIS.

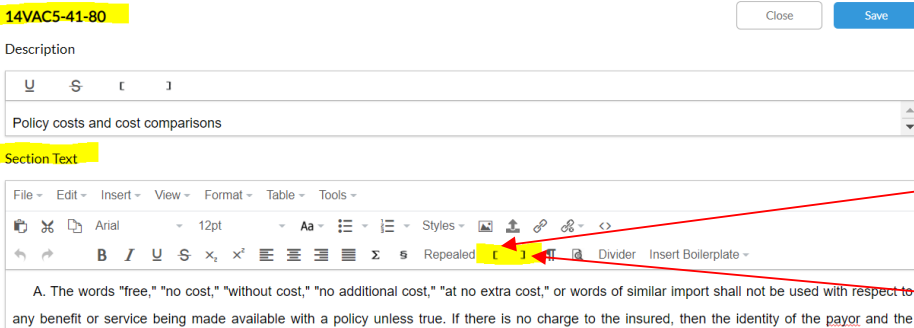
To activate the Text Editor, open the project (click on the RIS Project number in agency Projects queue), then open a section (click on the VAC number for a section in a project), then click Edit.



14VAC5-41-80. Policy costs and cost comparisons.

A. The words "free," "no cost," "without cost," "no additional cost," "at no extra cost," or words of similar import shall not be used with respect to any benefit or service being made available with a policy unless true. If there is no charge to the insured, then the identity of the payor and the amount of the payment shall be prominently disclosed. An advertisement may specify the charge for a benefit or a service or may state that a charge is included

The Tool Bar beneath Section Text is for editing the text in a section. That's where you find the brackets to use amending text.



Inserting brackets to strike and add text or just strike text:

- 1. Place cursor for open bracket (i.e., [) immediately left of the first word to be stricken inside brackets, then click Open Bracket button.

no extra cost," or words of similar imp
policy unless true. [If there is no charge
prominently disclosed. An advertisement

no extra cost," or words of similar imp
olicy unless true. [] If there is no charg
prominently disclosed. An advertisement

2. Make necessary changes, then place cursor immediately left of first word NOT inside brackets, then click Close Bracket (i.e.,]) button.

tra cost," or words of similar import sh
unless true. [~~if there~~ When ~~is~~ no char
e prominently disclosed. An advertiser

tra cost," or words of similar import s
unless true. [~~if there~~ When] is no ch
e prominently disclosed. An advertis

Inserting brackets to add new text:

1. Place cursor left space where text will be inserted. Click Open Bracket button. Click Close Bracket button.

direct response techniques or a life
"inexpensive," "low cost," or any si

direct response [techniques or
," "inexpensive," "low cost," or a

direct response [] techniques c
ble," "inexpensive," "low cost," or

2. Place cursor inside brackets, add text, and underline. Remove extra underlined space.

se [add underlined text here] te
e "affordable," "inexpensive," "low co

l by direct [add underlin
not use the phrase "affor

d by direct [add u
I not use the phrase

Inserting brackets with punctuation:

1. Place cursor for open bracket immediately left of the first word to be stricken inside brackets, then click Open Bracket button. Remove extra underlined space.

~~being demonstrated to~~
guaranteed ~~issue~~.

~~being demonstrated to~~
guaranteed [~~issue~~.

~~being demonstrated to~~
guaranteed [~~issue~~.

2. Insert cursor left of punctuation mark and insert Close Bracket. Move punctuation mark back flush to Close Bracket. Make changes to text.

~~being demonstrated to~~
guaranteed [issue.

~~being demonstrated to~~
guaranteed [issue].

~~being demonstrated to~~
guaranteed [issue].

~~being demonstrated to~~
guaranteed [issue].



VIRGINIA REGISTER OF REGULATIONS

RIS INTEGRITY CHECK INSTRUCTIONS & INFORMATION

Integrity Check is a feature in RIS 2.0 that compares the text of a Virginia Administrative Code (VAC) section in an RIS project to that same section as it currently is effective in VAC online. Integrity Check must be run on a project before it is submitted to the Registrar's Office for publication in the Virginia Register.

1. Find Integrity Check inside a project (click on the RIS project number in agency Projects queue), then inside a section (click on the VAC number for a section in a project). Then click Integrity Check.

Project 6433

Promulgation of Fee Schedule

Stage: Fast-Track
Registrar: 05/09/2022 Vol.38 Iss.19

Sections Documents History Comments Overview Review Projects

← Section → Edit Integrity Check Highlight VAC Online

12VAC5-220-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

2. Click the dropdown menu to Select a Stage, and choose VAC Online.

Project 6433

Promulgation of Fee Schedule

Stage: Fast-Track
Registrar: 5/9/2022 Vol.38 Iss.19

Sections Documents History Comments Overview Review Projects

← Section → Exit Integrity Check

Project Section Select a Stage Check Sections Show Project Section Text

12VAC5-220-10. Definitions.
The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

3. The feature inserts the currently effective VAC Online version of the section next to the section in the project.

Project 6433

Promulgation of Fee Schedule

Stage: Fast-Track
Registrar: 5/9/2022 Vol.38 Iss.19

Sections Documents History Comments Overview Review Projects

← Section → Exit Integrity Check

Project Section VAC Online Check Sections Show Project Section Text

12VAC5-220-10. Definitions.
The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

12VAC5-220-10. Definitions.
The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

4. Click Check Sections, and the feature will do the compare and show results. If the sections match, the message "The sections are a match" will display.

Project 6433
Promulgation of Fee Schedule

Stage: Fast-Track
Register: 5/9/2022 Vol.38 Iss.19

Sections Documents History Comments Overview Review Projects

← Section → Exit Integrity Check

The sections are a match

Project Section VAC Online Check Sections Show Project Section Text

12VAC5-220-10. Definitions.
The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

12VAC5-220-10. Definitions.
The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

5. If the sections do not match exactly, a combination of purple shading and highlighted text.

← Section → Exit Integrity Check

Project Section VAC Online Check Sections Show Project Section Text

12VAC5-220-110. Requirements for registration of certain capital expenditures.

A. At least 30 days before any person contracts to make or is otherwise legally obligated to make a capital expenditure by or on behalf of a medical care facility as defined in this chapter that has not been previously authorized by the commissioner, such expenditure shall be registered in writing with the commissioner. The threshold amount for capital expenditure project registration shall be determined using the formula contained in subsection B of this section.

B. The threshold contained in subsection A of this section shall be adjusted annually using the percentage increase listed in the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent year as follows:

A x (1 + B)

12VAC5-220-110. Requirements for registration of certain capital expenditures.

A. At least 30 days before any person contracts to make or is otherwise legally obligated to make a capital expenditure by or on behalf of a medical care facility as defined in this chapter that has not been previously authorized by the commissioner, such expenditure shall be registered in writing with the commissioner. The threshold amount for capital expenditure project registration shall be determined using the formula contained in subsection B of this section.

B. The threshold contained in subsection A of this section shall be adjusted annually using the percentage increase listed in the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent year as follows:

A x (1+B)

(In this instance spaces have been inserted into the section in the project.)

6. The feature completes the compare by removing underlined (i.e., newly added) text and strikethrough from the section in the RIS project. Ideally this makes the two sections match. However, the system cannot resolve inserted returns, which is why purple shaded and highlighted (but matching) text. Some of "false errors" that can be disregarded are shown here. Disregard these false errors.

Project 5654
Amend Regulations Following Periodic Review

Stage: Proposed
Register: 1/17/2022 Vol.38 Iss.11

Sections Documents History Comments Overview Review Projects

← Section → Exit Integrity Check

Project Section VAC Online Check Sections Show Project Section Text

12VAC5-630-30. Purpose of regulations.
These regulations have been promulgated by the State Board of Health to:

1. Ensure that all private wells are located, constructed and maintained in a manner which does not adversely affect ground water resources, or the public welfare, safety and health;
2. Guide the State Health Commissioner in his determination of whether a permit for construction of a private well should be issued or denied;
3. Guide the owner or his agent in the requirements necessary to secure a permit for construction of a private well; and
4. Guide the owner or his agent in the requirements necessary to secure an inspection statement following construction

12VAC5-630-30. Purpose of regulations.
These regulations have been promulgated by the State Board of Health to:

1. Ensure that all private wells are located, constructed and maintained in a manner which does not adversely affect ground water resources, or the public welfare, safety and health;
2. Guide the State Health Commissioner in his determination of whether a permit for construction of a private well should be issued or denied;
3. Guide the owner or his agent in the requirements necessary to secure a permit for construction of a private well; and
4. Guide the owner or his agent in the requirements necessary to secure an inspection statement following construction.

Project Section	VAC Online	Check Sections	Show Project Section
<p>12VAC5-630-350. General.</p> <p>This chapter does not apply to private wells constructed, altered, rehabilitated or extended prior to the effective date of these regulations unless the well construction is modified or expanded after the effective date of these regulations.</p> <p>The class of well to be constructed shall be determined by the local or district health department or the division.</p>			
<p>12VAC5-630-350. General.</p> <p>Part III Design and Construction Criteria Article 1 General Requirements</p> <p>This chapter does not apply to private wells constructed, altered, rehabilitated or extended prior to the effective date of these regulations unless the well construction is modified or expanded after the effective date of these regulations.</p> <p>The class of well to be constructed shall be determined by the local or district health department or the division.</p>			

Project Section	VAC Online	Check Sections	Show Project Section Text
<p>12VAC5-630-170. Variances.</p> <p>Only the commissioner or the deputy commissioners may grant a variance to this chapter. (See §§ 32.1-12 and 32.1-22 of the Code of Virginia and 12VAC5-630-90 B.) The commissioner or the deputy commissioners shall follow the appropriate procedures set forth in this subsection in granting a variance.</p> <p>A. Requirements for a variance. The commissioner may grant a variance if a thorough investigation reveals that the hardship imposed by this chapter outweighs the benefits that may be received by the public. Further, the granting of such a variance shall not subject the public to unreasonable health risks or jeopardize ground water resources.</p> <p>Exception: The commissioner shall not grant a variance for an improperly located Class IV well that was located pursuant to an express Class IV permit, as described under 12VAC5-630-260 and 12VAC5-630-270, if the improper location of the well is a result of the failure by the owner, his agent, or the well driller to provide complete or accurate information on the site plan submitted with the application or to install the well in accordance with the permit.</p> <p>B. Application for a variance. Any owner who seeks a variance shall apply in writing within the time period specified in 12VAC5-630-210 B. The application shall be signed by the owner, addressed and sent to the commissioner at the State Department of Health in Richmond. The application shall include:</p> <ol style="list-style-type: none">1. A citation to the section from which a variance is requested;2. The nature and duration of the variance requested;3. Any relevant analytical results including results of relevant tests conducted pursuant to the requirements of this chapter;4. Statements or evidence why the public health and welfare as well as the ground water resources would not be degraded if the variance were granted;5. Suggested conditions that might be imposed on the granting of a variance that would limit the detrimental impact on the public health and welfare or ground water resources;			
<p>12VAC5-630-170. Variances.</p> <p>Only the commissioner or the deputy commissioners may grant a variance to this chapter. (See §§ 32.1-12 and 32.1-22 of the Code of Virginia and 12VAC5-630-90 B.) The commissioner or the deputy commissioners shall follow the appropriate procedures set forth in this subsection in granting a variance.</p> <p>A. Requirements for a variance. The commissioner may grant a variance if a thorough investigation reveals that the hardship imposed by this chapter outweighs the benefits that may be received by the public. Further, the granting of such a variance shall not subject the public to unreasonable health risks or jeopardize ground water resources.</p> <p>Exception: The commissioner shall not grant a variance for an improperly located Class IV well that was located pursuant to an express Class IV permit, as described under 12VAC5-630-260 and 12VAC5-630-270, if the improper location of the well is a result of the failure by the owner, his agent, or the well driller to provide complete or accurate information on the site plan submitted with the application or to install the well in accordance with the permit.</p> <p>B. Application for a variance. Any owner who seeks a variance shall apply in writing within the time period specified in 12VAC5-630-210 B. The application shall be signed by the owner, addressed and sent to the commissioner at the State Department of Health in Richmond. The application shall include:</p> <ol style="list-style-type: none">1. A citation to the section from which a variance is requested;2. The nature and duration of the variance requested;3. Any relevant analytical results including results of relevant tests conducted pursuant to the requirements of this chapter;4. Statements or evidence why the public health and welfare as well as the ground water resources would not be degraded if the variance were granted;5. Suggested conditions that might be imposed on the granting of a variance that would limit the detrimental impact on the public health and welfare or ground water resources;			

Project Section	VAC Online	Check Sections	Show Project Section
<p>12VAC5-630-300. Voidance of construction permits.</p> <p>Null and void. All well construction permits are null and void when (i) conditions such as house location, sewage system location, sewerage system location, topography, drainage ways, or other site conditions are changed from those shown on the application, (ii) conditions are changed from those shown on the construction permit, or (iii) more than 54 months elapse from the date the permit was issued. Reapplication for the purposes of having an expired permit reissued shall be the responsibility of the owner, and such reapplication shall be handled as an initial application and comply fully with 12VAC5-630-230.</p>			
<p>12VAC5-630-300. Voidance of construction permits.</p> <p>Null and void. All well construction permits are null and void when (i) conditions such as house location, sewage system location, sewerage system location, topography, drainage ways, or other site conditions are changed from those shown on the application, (ii) conditions are changed from those shown on the construction permit, or (iii) more than 54 months elapse from the date the permit was issued. Reapplication for the purposes of having an expired permit reissued shall be the responsibility of the owner, and such reapplication shall be handled as an initial application and comply fully with 12VAC5-630-230.</p>			

Project 5654

Amend Regulations Following Periodic Review

Stage: Proposed
Register: 1/17/2022 Vol.38 Iss.11

Sections Documents History Comments Overview Review Projects

Section Exit Integrity Check

Project Section VAC Online Check Sections Show Project Section Text

<p>12VAC5-630-230. Procedures for obtaining a construction permit for a private well.</p> <p>Construction permits are issued by the authority of the commissioner. All requests for a private well construction permit shall be by written application, signed by the owner or his agent, and shall be directed to the district or local health department. All applications shall be made on an application form provided by the district or local health department and approved by the commissioner.</p> <p>An application shall be deemed completed upon receipt by the district or local health department of a signed and dated application, together with the appropriate fee, containing the following information:</p> <ol style="list-style-type: none">1. The property owner's name, address, and telephone number;2. The applicant's name, address, and phone number (if different from subdivision 1 above);3. A statement signed by the property owner, or his agent, granting the Health Department access to the site for the purposes of evaluating the suitability of the site for a well and allowing the department access to inspect the well after it is installed;4. <p>A site plan showing the proposed well site, property boundaries, accurate locations of actual or proposed sewage disposal systems, recorded easements, and other sources of contamination within 100 feet of the proposed well site, and at the option of the applicant a proposed well design; and</p> <ol style="list-style-type: none">5. When deemed necessary because of geological or other natural conditions, plans and specifications detailing how the well will be constructed.	<p>12VAC5-630-230. Procedures for obtaining a construction permit for a private well.</p> <p>Construction permits are issued by the authority of the commissioner. All requests for a private well construction permit shall be by written application, signed by the owner or his agent, and shall be directed to the district or local health department. All applications shall be made on an application form provided by the district or local health department and approved by the commissioner.</p> <p>An application shall be deemed completed upon receipt by the district or local health department of a signed and dated application, together with the appropriate fee, containing the following information:</p> <ol style="list-style-type: none">1. The property owner's name, address, and telephone number;2. The applicant's name, address, and phone number (if different from subdivision 1 above);3. A statement signed by the property owner, or his agent, granting the Health Department access to the site for the purposes of evaluating the suitability of the site for a well and allowing the department access to inspect the well after it is installed;4. A site plan showing the proposed well site, property boundaries, accurate locations of actual or proposed sewage disposal systems, recorded easements, and other sources of contamination within 100 feet of the proposed well site, and at the option of the applicant a proposed well design; and <ol style="list-style-type: none">5. When deemed necessary because of geological or other natural conditions, plans and specifications detailing how the well will be constructed.
--	---

7. If while the text is being compared, it is helpful to display the text as it is in the project section, click the Show Compared Text box.

Project 5654

Amend Regulations Following Periodic Review

Stage: Proposed
Register: 1/17/2022 Vol.38 Iss.11

Sections Documents History Comments Overview Review Projects

Section Exit Integrity Check

Project Section VAC Online Check Sections Show Compared Text

<p>12VAC5-630-230. Procedures for obtaining a construction permit for a private well.</p> <p>A Construction permits are issued by the authority of the commissioner. All requests Requests for a private well construction permit shall be by written application, signed by the owner or his the owner's agent, and shall be directed to the district or local health department. All applications Applications shall be made on an application form provided by the district or local health department and approved by the commissioner.</p> <p>B An application shall be deemed completed upon receipt by the district or local health department of a signed and dated application, together with the appropriate fee, containing the following information:</p> <ol style="list-style-type: none">1. The property owner's name, address, and telephone number;2. The applicant's name, address, and phone number (if different from subdivision 1 above of this subsection);3. A statement signed by the property owner, or his the owner's agent, granting the Health Department department access to the site for the purposes of evaluating the suitability of the site for a well and allowing the department access to inspect the well after it is installed;4. A statement indicating whether the adjacent property is used for an agricultural operation;5. Information required per 12VAC5-630-380 E if necessary. <p>6 A site plan showing the proposed well site, property boundaries, accurate locations of actual or proposed sewage disposal systems, recorded easements, and other sources of contamination within 100 feet of the proposed well site, and at the option of the applicant a proposed well design; and</p> <p>7 When deemed necessary because of geological or other natural conditions, plans and specifications detailing how the well will be constructed.</p>	<p>12VAC5-630-230. Procedures for obtaining a construction permit for a private well.</p> <p>Construction permits are issued by the authority of the commissioner. All requests for a private well construction permit shall be by written application, signed by the owner or his agent, and shall be directed to the district or local health department. All applications shall be made on an application form provided by the district or local health department and approved by the commissioner.</p> <p>An application shall be deemed completed upon receipt by the district or local health department of a signed and dated application, together with the appropriate fee, containing the following information:</p> <ol style="list-style-type: none">1. The property owner's name, address, and telephone number;2. The applicant's name, address, and phone number (if different from subdivision 1 above);3. A statement signed by the property owner, or his agent, granting the Health Department access to the site for the purposes of evaluating the suitability of the site for a well and allowing the department access to inspect the well after it is installed;4. A site plan showing the proposed well site, property boundaries, accurate locations of actual or proposed sewage disposal systems, recorded easements, and other sources of contamination within 100 feet of the proposed well site, and at the option of the applicant a proposed well design; and <ol style="list-style-type: none">5. When deemed necessary because of geological or other natural conditions, plans and specifications detailing how the well will be constructed.
--	---



VIRGINIA REGISTER OF REGULATIONS

REGULATION INFORMATION OVERVIEW

When amending regulation, changes must be shown. These changes are the content that is published in the Virginia Register. Here is an example of how strikethrough and underline look in the Virginia Register.

~~B. No person shall use in the making, remaking, reupholstering, or renovating of any bedding or upholstered furniture any shoddy or any fabric from which shoddy is made or any secondhand filling material or any secondhand, feathers, animal hair, or down, in the manufacture, reupholstery, or renovation of bedding and upholstered furniture unless such shoddy, secondhand filling material, feathers, animal hair, or down has been sanitized by a reasonable process approved by the commissioner permitted sanitizer in accordance with this chapter.~~

B. No person shall use in the making, remaking, reupholstering, or renovating of any bedding or upholstered furniture any shoddy or any fabric from which shoddy is made or any secondhand filling material or any secondhand, feathers, animal hair, or down, in the manufacture, reupholstery, or renovation of bedding and upholstered furniture unless such shoddy, secondhand filling material, feathers, animal hair, or down has been sanitized by a reasonable process approved by the commissioner permitted sanitizer in accordance with this chapter.

~~C. Unsanitized secondhand bedding and upholstered furniture shall be separated from new or sanitized secondhand bedding or upholstered furniture by a dividing wall or a distance of at least 20 feet.~~

C. Unsanitized secondhand bedding and upholstered furniture shall be separated from new or sanitized secondhand bedding or upholstered furniture by a dividing wall or a distance of at least 20 feet.

~~D. Yellow law labels must shall in compliance with 12VAC5-125-90 be attached and dated to all sanitized articles as soon as the approved sanitizing process is completed.~~

D. Yellow law labels must shall in compliance with 12VAC5-125-90 be attached and dated to all sanitized articles as soon as the approved sanitizing process is completed.

~~E. Persons donating (no monetary exchange) secondhand articles of bedding and upholstered furniture are not required to sanitize those articles if the donation is to a holder of a valid sanitizing permit. Any items sold (monetary exchange) must be sanitized first. A delivery vehicle used to transport secondhand unsanitized bedding and upholstered furniture must be sanitized by a process approved by subsection B of~~

E. Persons donating (no monetary exchange) secondhand articles of bedding and upholstered furniture are not required to sanitize those articles if the donation is to a holder of a valid sanitizing permit. Any items sold (monetary exchange) must be sanitized first. A delivery vehicle used to transport secondhand unsanitized bedding and upholstered furniture must be sanitized by a process approved by subsection B of

The Regulation Information System (RIS 2.0) is the mechanism agencies use to access the text of regulation and mark it up with strikethrough and underlined text. Here is an agency project queue in RIS 2.0.

Project ID	Description	Stage	Chapter	Town Hall	Effective Date	Owner	Actions
2998	Amend Regulations on Nursing Scholarship Program	None	510	3614		J Hilbert	Re-Sync
4857	Repeal Cancer Registry sections, Establish New Regulatory Chapter for Cancer Reporting	Other Action	90			J Hilbert	Sync, Comment, Lock
4924	Chp 520- Amend Regulation Following Periodic Review	Proposed	520	4613		J Hicks	Re-Sync, Comment, Lock
5100	Promulgate New Chapter 32 for Emergency Medical Services Regulations and Repeal Chapter 31	Proposed				R Passmore	Sync
5357	Amendment to comply with changes in public health practice	Proposed	90	5208		K Collins	Re-Sync, Comment
5499	Division of Shellfish Sanitation Regs(DS)	None				J Hilbert	Sync

Here is how a project displays in RIS 2.0.

Chapter	VAC	Description	Action	Effective Date	Update VAC	Lock Section
520	12VAC5-520-10	Definitions.	Amend		<input type="checkbox"/>	<input checked="" type="checkbox"/>
520	12VAC5-520-20	Administration of program: (Repealed.)	Repeal		<input type="checkbox"/>	<input checked="" type="checkbox"/>
520	12VAC5-520-80	Population and dentist data.	Amend		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Instructions for creating and editing a project are [here](#).



VIRGINIA REGISTER OF REGULATIONS

RUNNING & PRINTING REPORTS

1. To create and print a report of an RIS project, open the project (click on the RIS project number in agency Projects queue) and find Report Type and Format menus.

Project 7202 View Chapters
16 VAC 5-32 Amendments for Modernization and Alignment Stage: Exempt Final Register: 06/20/2022 Vol.38 Iss.22

Sections Documents History Comments Overview Review Projects

Amend/Repeal Add New Stage Elements Report Type Format Generate Keyword Filter

1-3 of 3 records

Chapter	VAC	Description	Action	Effective Date	Update VAC	Lock Section
32	16VAC5-32-10	Employing unit records.	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
32	16VAC5-32-20	Required reports.	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
32	16VAC5-32-9998	FORMS (16VAC5-32).	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>

Previous Page 1 of 1 50 rows Next

2. Select Report Type:

Project 7202 View Chapters
16 VAC 5-32 Amendments for Modernization and Alignment Stage: Exempt Final Register: 06/20/2022 Vol.38 Iss.22

Sections Documents History Comments Overview Review Projects

Amend/Repeal Add New Stage Elements Sections Format Generate Keyword Filter

1-3 of 3 records

Chapter	VAC	Description	Action	Effective Date	Update VAC	Lock Section
32	16VAC5-32-10	Employing unit records.	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
32	16VAC5-32-20	Required reports.	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
32	16VAC5-32-9998	FORMS (16VAC5-32).	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>

Previous Page 1 of 1 50 rows Next

3. Select Format

Project 7202 View Chapters
16 VAC 5-32 Amendments for Modernization and Alignment Stage: Exempt Final Register: 06/20/2022 Vol.38 Iss.22

Sections Documents History Comments Overview Review Projects

Amend/Repeal Add New Stage Elements Sections Format Generate Keyword Filter

1-3 of 3 records

Chapter	VAC	Description	Action	Effective Date	Update VAC	Lock Section
32	16VAC5-32-10	Employing unit records.	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
32	16VAC5-32-20	Required reports.	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
32	16VAC5-32-9998	FORMS (16VAC5-32).	Amend	07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>

Previous Page 1 of 1 50 rows Next

The following describe the types of documents that can be generated using Create Reports.

Sections: Creates a document with all of the sections in the project displayed from end to end in one document for review in a single-spaced format.

Project 2011 - Final go back | open in word

STATE BOARD OF EDUCATION
CH 740: To establish nutritional guidelines for all foods sold to students in the public schools du

CHAPTER 740
REGULATIONS GOVERNING NUTRITIONAL GUIDELINES STANDARDS FOR COMPETITIVE FOODS SOLD AVAILABLE FOR SALE IN THE PUBLIC SCHOOLS

8VAC20-740-10. Definitions.

"A la carte item" means an individually priced food item served by the local school nutrition department that may or may not be part of the reimbursable meal under the federal Child Nutrition Programs.

"After school activities" means activities that occur on the school grounds campus after regular school hours the school day.

"Beverage" means a drinkable liquid.

"Calorie" means the amount of heat required to change the temperature of one gram of water from 14.5 degrees Celsius to 15.5 degrees Celsius. Calorie is used synonymously with kilocalorie as a unit of measure for energy obtained from food and beverages.

"Child Nutrition Program" means school meal programs funded and regulated by the U.S. Department of Agriculture (USDA) and includes the National School Lunch Program (NSLP), School Breakfast Program (SBP), After-school Snack Programs (ASP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFS), and Special Milk Program (SMP).

"Combination food" means products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains.

"Competitive food" means any all food, excluding beverages, sold available for sale to students on the school grounds campus during regular school hours that is not part of the reimbursable meals served through the National School Lunch Program (NSLP), School Breakfast Program (SBP), or After-school Snack Program (ASP) day other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act (42 USC § 1751 et seq.) and the Child Nutrition Act of 1966 (42 USC § 1771 et seq.).

Competitive food includes all foods not available for sale to students:

1. In school cafeterias as a la carte items not offered as a component of the planned reimbursable meals.
2. In vending machines located on school grounds during regular school hours the school campus during the school day.
3. At fundraisers held on school grounds during regular school hours the school campus during the school day.
4. At school snack bars on school grounds during regular school hours the school campus during the school day.
5. In school stores operated on school grounds during regular school hours the school campus during the school day by the school, a student association, or other school-sponsored organization.
6. At school activities such as special fundraisers, achievement rewards, classroom parties, school celebrations, classroom snacks, or school meetings held on school grounds during regular school hours the school campus during the school day.
7. In existing education programs where food prepared as part of the educational curriculum is sold to students; however, this provision does not apply if food is sold to adults only.

This term does not apply to food a student brings from home for consumption at school or items available for sale to adults only in areas not accessible to students (e.g., teachers lounges).

"Dietary Guidelines for Americans" means guidelines jointly issued by the U.S. Department of Health and Human Services and U.S. Department of Agriculture and revised every five years and that provide authoritative advice based on current scientific evidence and medical knowledge to assist two areas of age and other advice to avoid dietary factors that promote health and reduce risk for major chronic diseases.

"Food of minimal nutritional value" or "FMNV" means foods and beverages that are restricted by the U.S. Department of Agriculture (7 CFR 210-11(a)(2) and subsection (a) of Appendix B to 7 CFR Part 210 Definition) unless specifically exempted by USDA. The federal FMNV

Sections (Double spaced): Creates a document with all of the sections in the project in a double-spaced format.

Project 2011 - Final go back | open in word

STATE BOARD OF EDUCATION
CH 740: To establish nutritional guidelines for all foods sold to students in the public schools du

CHAPTER 740
REGULATIONS GOVERNING NUTRITIONAL GUIDELINES STANDARDS FOR COMPETITIVE FOODS SOLD AVAILABLE FOR SALE IN THE PUBLIC SCHOOLS

8VAC20-740-10. Definitions.

"A la carte item" means an individually priced food item served by the local school nutrition department that may or may not be part of the reimbursable meal under the federal Child Nutrition Programs.

"After school activities" means activities that occur on the school grounds campus after regular school hours the school day.

"Beverage" means a drinkable liquid.

"Calorie" means the amount of heat required to change the temperature of one gram of water from 14.5 degrees Celsius to 15.5 degrees Celsius. Calorie is used synonymously with kilocalorie as a unit of measure for energy obtained from food and beverages.

"Child Nutrition Program" means school meal programs funded and regulated by the U.S. Department of Agriculture (USDA) and includes the National School Lunch Program (NSLP), School Breakfast Program (SBP), After-school Snack Programs (ASP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFS), and Special Milk Program (SMP).

"Combination food" means products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains.

"Competitive food" means any all food, excluding beverages, sold available for sale to students on the school grounds campus during regular school hours that is not part of the reimbursable meals served through the National School Lunch Program (NSLP), School Breakfast Program (SBP), or After-school Snack Program (ASP) day other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act (42 USC § 1751 et seq.) and the Child Nutrition Act of 1966 (42 USC § 1771 et seq.).

Competitive food includes all foods not available for sale to students:

1. In school cafeterias as a la carte items not offered as a component of the planned reimbursable meals.
2. In vending machines located on school grounds during regular school hours the school campus during the school day.
3. At fundraisers held on school grounds during regular school hours the school campus during the school day.
4. In school snack bars on school grounds during regular school hours the school campus during the school day.
5. In school stores operated on school grounds during regular school hours the school campus during the school day by the school, a student association, or other school-sponsored organization.

Sections (With Notes): Creates a document with all of the sections in the project displayed from end to end in one document with the Statutory Authority and Historical Notes appended to each section.

"Trans fat" means food items containing vegetable shortening, margarine, or any partially hydrogenated vegetable oil unless the label required on the food pursuant to applicable federal and state law lists the trans fat content as less than 0.5 zero grams per serving.

"Wellness policy" means a policy required for public schools participating in a nutrition program authorized by the Richard B. Russell National School Lunch Act (42 USC § 1751 et seq.) or the Child Nutrition Act of 1966 (42 USC § 1771 et seq.) that meets minimum standards designed to support school environments that promote student wellness.

"Whole grains" means grains that are made with enriched and whole grain meal or flour in accordance with the most recent grains guidance from the U.S. Department of Agriculture Food and Nutrition Service.

"Whole-grain rich" means products that contain at least 50% whole grains and the remaining grains in the product must be enriched.

§ 22.1-207.4 of the Code of Virginia
Historical Notes
Derived from Virginia Register Volume 1, Issue, eff. Month dd, yyyy.

8VAC20-740-20. Applicability.

A. This regulation chapter shall apply to all public school divisions, public schools, and public school food authorities (SFAs) in the Commonwealth of Virginia.

B. This regulation chapter, unless otherwise provided in this chapter, its provisions shall not apply to beverages.

C. This regulation chapter shall apply to the nutritional content of food items, excluding beverages, sold available for sale to students on the school grounds campus of any public school during regular school hours and other public SFAs such as residential child care institution during the school day. It shall include apply to:

1. Foods not available for sale to students in vending machines.
2. Foods not available for sale to students as a la carte items in the school cafeteria.
3. Foods not available for sale to students at snack bars and stores operated by the school, a student association, or other school-sponsored organization.
4. Foods not available for sale to students at school activities such as fundraisers.
5. Foods available for sale to students by cafeteria or other educational programs.

D. This regulation chapter shall not apply to the nutritional content of foods and beverages:

1. Provided through the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After-school Snack Program (ASP) as meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act (42 USC § 1751 et seq.) and the Child Nutrition Act of 1966 (42 USC § 1771 et seq.).
2. Sold available for sale at snack bars, concession stands, or athletic events after regular school hours the school day.
3. Sold available for sale during intermission or immediately before or after athletic events scheduled after the school day.
4. Sold available for sale for school-related fundraising activities that take place off the school grounds campus (or for exempt fundraisers as outlined in section 8VAC20-740-35 of this regulation).
5. Sold available for sale during activities that take place after regular school hours the school day, such as clubs, yearbook, band and choir practice, student government, drama, sports practices, interscholastic sporting events, school plays, and band concerts.
6. Available for sale to adults only in areas not accessible to students.

E. The requirements of this chapter, supplement 8VAC20-220 and 8VAC20-580, which remain in effect.

Statutory Authority
§ 22.1-207.4 of the Code of Virginia.
Historical Notes
Derived from Virginia Register Volume 1, Issue, eff. Month dd, yyyy.

Transmittal Sheet: Creates a copy of the transmittal sheet that was filed with the Registrar of Regulations. You can print from this screen by clicking print in the upper right hand corner.

VA.R. Document Number: 011-2011	Chapter Title: REGULATIONS GOVERNING NUTRITIONAL GUIDELINES FOR COMPETITIVE FOODS SOLD IN THE PUBLIC SCHOOLS	go back print
Chapter No.: 16VAC5-32	Chapter Title: REGULATIONS GOVERNING NUTRITIONAL GUIDELINES FOR COMPETITIVE FOODS SOLD IN THE PUBLIC SCHOOLS	55 affected
Date/Time Filed with Registrar of Regulations: 2019-03-24 09:23 am	Virginia Register Publication Information: Volume/Issue: 32/17	
Transmittal Sheet: Proposed Action on Regulations		
Regulatory Coordinator:	Melissa Luchau (804)225-2924 melissa.luchau@doe.virginia.gov susan.b.williams@doe.virginia.gov	
Pronegulating Agency:	State Board of Education	
Chapters Affected:	16VAC5-740, 16VAC5-740-10, 16VAC5-740-20, 16VAC5-740-30, 16VAC5-740-35, 16VAC5-740-40	
Action Title:	CH 740: To establish nutritional guidelines for all foods sold to students in the public schools during the regular school day	
Statutory Authority:	State: SB 454 (2020) enacted on April 23, 2020, as Chapter 718 and modified as Section 22.1-207.4, Code of Virginia. Federal: N/A	
Is a public hearing planned for this stage?	Yes	
Public Hearing Dates:	No public hearings currently scheduled	
Public Comment Deadline:	May 18, 2016	
Previously Published:	The NORA was previously published on 11/22/2010	
Incorporated by reference? No	Register Issue: Volume: 27/6	
Reproposed:	Yes	
Agency Contact:	Mrs. Catherine Diglio-Grimes Director of School Nutrition Programs	
Telephone:	(804)225-2074	
Fax:	0	
Contact Address:	Catherine Diglio-Grimes@doe.virginia.gov Department of Education P.O. Box 2120 Richmond, VA 23218	
APA Compliance:	This regulation has been adopted in accordance with the Administrative Process Act.	
Publish small business impact report of findings?	No	
Certification:	Certified pursuant to § 2.2-4103 of the Code of Virginia.	
VA.R. Document Number: 011-2011	Chapter Title: REGULATIONS GOVERNING NUTRITIONAL GUIDELINES FOR COMPETITIVE FOODS SOLD IN THE PUBLIC SCHOOLS	go back print
Chapter No.: 16VAC5-32	Chapter Title: REGULATIONS GOVERNING NUTRITIONAL GUIDELINES FOR COMPETITIVE FOODS SOLD IN THE PUBLIC SCHOOLS	55 affected
Date/Time Filed with Registrar of Regulations: 2019-03-24 09:23 am	Virginia Register Publication Information: Volume/Issue: 32/17	

Register Report: Creates a report of what the project will look like in when it's published in the Virginia Register.

TITLE 16. LABOR AND EMPLOYMENT

VIRGINIA EMPLOYMENT COMMISSION

Exempt Final Regulation

REGISTRAR'S NOTICE: The Virginia Employment Commission is claiming an exemption from Article 2 of the Administrative Process Act in accordance with § 2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are necessary to conform to changes in Virginia statutory law or the appropriation act where no agency discretion is involved. The commission will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Title of Regulation: 16VAC5-32. Required Records and Reports (amending 16VAC5-32-10, 16VAC5-32-20, 16VAC5-32-9998).

Statutory Authority: § 60.2-111 of the Code of Virginia.

Effective Date: July 1, 2022.

Agency Contact: Jacob Shuford, Regulatory Coordinator, Virginia Employment Commission, 6606 West Broad Street, Henrico, VA 23230, FAX (804) 786-9034 or email jacob.shuford@vec.virginia.gov.

Summary:

The amendments (i) adjust the definition of "United States"; (ii) update wording regarding compliance with commission reports; and (iii) update agency forms.

16VAC5-32-10. Employing unit records.

A. Each employing unit as defined under § 60.2-211 of the Code of Virginia, having services performed for it by one or more individuals in its employ, shall maintain records reasonably protected against damage or loss as hereinafter indicated and shall preserve such records. These records shall include for each worker:

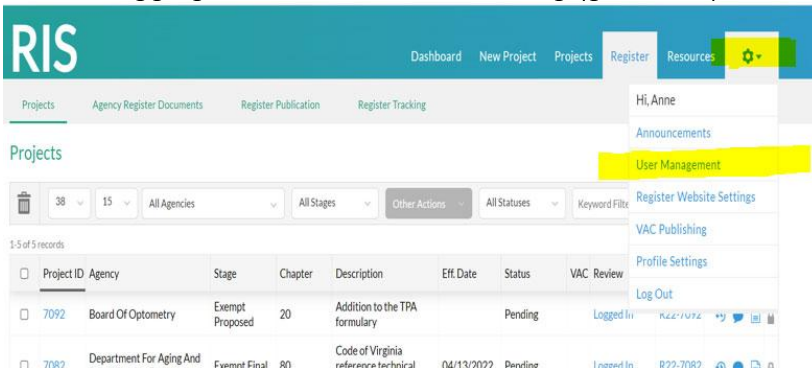


VIRGINIA REGISTER OF REGULATIONS

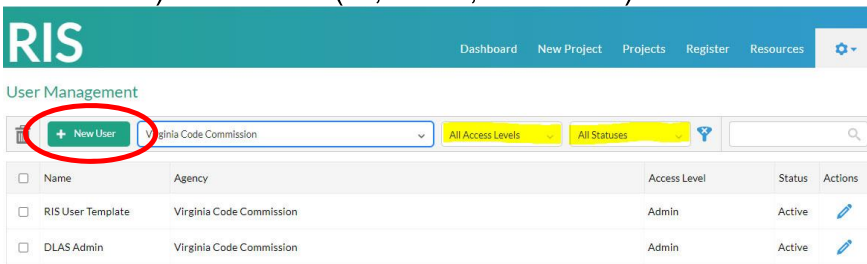
USER MANAGEMENT

Agency Regulatory Coordinators have the authority and ability to add, remove, and amend the access level of agency users. To see the requirements for Agency Regulatory Coordinators, [CLICK HERE](#).

1. After logging into RIS, under the Setting (gear icon) tab, select User Management

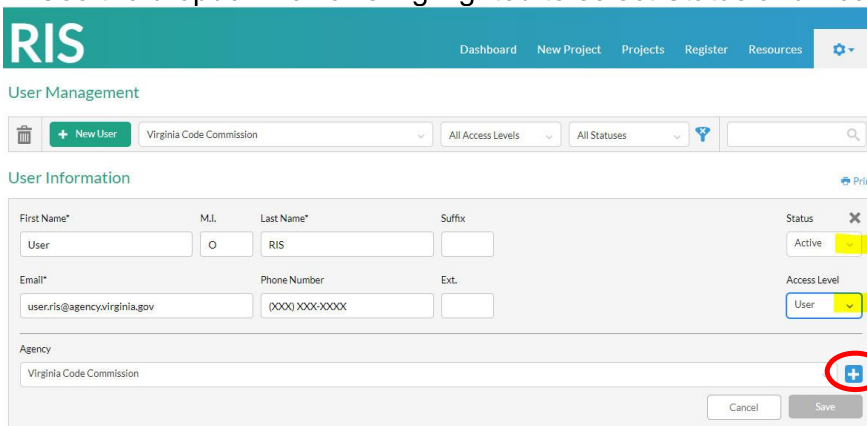


2. Your agency will display. Search by Access Levels (all, user, or regulatory coordinator) or Statuses (all, active, or inactive).



3. Click New User to add a user. Fill in the web form for the new user.

4. Use the dropdown arrows highlighted to select Status and Access Level for new user.



5. Click the blue plus sign to accept agency #1 for the user.

This will activate the Save button. Click the Save button, and the user is added to the agency list. If the user needs access to another agency, click the blue plus, another Agency field will appear, fill it in, and repeat until user has all necessary accesses, then click the Save button.

6. The newly added user will appear in the agency user list. Click the blue pencil to edit an existing user.

The screenshot shows the 'RIS' application interface. At the top, there is a navigation bar with the 'RIS' logo and menu items: 'Dashboard', 'New Project', 'Projects', 'Register', 'Resources', and a settings icon. Below the navigation bar is the 'User Management' section. It features a toolbar with a trash icon, a '+ New User' button, and several filters: 'All Agencies', 'All Access Levels', and 'All Statuses'. A search bar is also present. The main content is a table with the following data:

<input type="checkbox"/>	Name	Agency	Access Level	Status	Actions
<input type="checkbox"/>	RIS User Template	Virginia Code Commission	Admin	Active	
<input type="checkbox"/>	User O RIS	Virginia Code Commission	User	Active	
<input type="checkbox"/>	Test User User	Virginia Code Commission, Department Of Testing New Ris And Town Hall	User	Active	

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and a '50 rows' dropdown menu.



VIRGINIA

REGISTER OF REGULATIONS

VAC Quick Style Sheet

The Regulation Information System and the online Virginia Administrative Code use the Microsoft Word styles feature to provide a consistent format to regulations and to implement the daily update of the online VAC. If you do not receive an email with your login information within a day or so, please call Anne Bloomsburg 804-698-1884.

A style is a set of formatting characteristics that you can apply to text and tables in a document to quickly change its appearance. When you apply a paragraph style, you apply a whole group of characteristics, such as font, size of text, text alignment, and line spacing, in one simple task.

Here is an example of styles for use in RIS and the Virginia Administrative Code:

Center	CHAPTER 31 VIRGINIA EMERGENCY MEDICAL SERVICES REGULATIONS
Part	Part II EMS Agency, EMS Vehicle and EMS Personnel Standards
Article	Article 4 EMS Personnel Requirements and Standard of Conduct
VAC Number	12VAC5-31-1270. Neonatal transport requirements.
Section Indent	A. Neonatal transports require a neonatal ambulance. If a ground ambulance is utilized to perform an interfacility neonatal transport, the vehicle must be equipped with the additional items listed in 12VAC5-31-860 D, L and M and staffed in compliance with this section.
Section Indent	B. A minimum of three persons is required:
Section Block Indent	1. An operator who at a minimum possesses a valid motor vehicle operator's permit issued by Virginia or another state, and who has successfully completed an approved emergency vehicle operator's course (EVOC) training course or an equivalent approved by the Office of EMS.
Section Block Indent	2. An attendant-in-charge who must be one of the following:
Section Block Indent 2	a. Physician;
Section Block Indent 2	b. Registered nurse or physician's assistant, licensed for a minimum of two years, with specialized neonatal transport training; or
Section Block Indent 2	c. Other health care personnel with equivalent training or experience as approved by the Office of EMS.

Section Block Indent	3. An attendant.
Section Indent	C. The operator, attendant-in-charge or attendant must be certified as an emergency medical technician or an equivalent approved by the Office of EMS.
Authority	Statutory Authority
Authority	§§ 32.1-12 and 32.1-111.4 of the Code of Virginia.
History	Historical Notes
History	Derived from Virginia Register Volume 19, Issue 3, eff. January 15, 2003.

Here's an example with strikes, underscores and brackets:

VAC Number	<u>12VAC5-31-2960. Suspension of an award.</u>
Section Indent	<u>A. The [°Office of EMS commissioner°] may suspend an award and all disbursements of funds attached pending an investigation [°and following an informal fact-finding conference as defined in the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia)°].</u>
Section Indent	<u>B. There shall exist reasonable cause for suspension prior to such action by the [°Office of EMS commissioner°]. Such cause shall include:</u>
Section Block Indent	<u>1. Failure to comply with these regulations;</u>
Section Block Indent	<u>2. Violation of the terms of any conditions or agreements attached to an award; or</u>
Section Block Indent	<u>3. A reasonable belief by the [°Office of EMS commissioner°] that any such violations might otherwise continue unabated.</u>
Section Indent	<u>C. The Office of EMS shall notify the grantee of the suspension by certified mail to the last known address.</u>
Section Indent	<u>D. A suspension shall take effect immediately upon receipt of notification unless otherwise specified. A suspension shall remain in effect until reinstated or revoked by the [°Office of EMS commissioner°].</u>

Notice that brackets are not underlined and there is a space before and after the brackets. The bracket macros on the RIS toolbar will create a "required" space after the opening bracket and before the closing bracket so that the bracket stays with the text rather than breaking to a new line.

Basic styles in section text of RIS and the Virginia Administrative Code:

Level	Style	
	VAC Number	18VAC90-60-80. Requirements for closing of a program.
1	Section Indent	A. This is a subsection.
2	Section Block Indent	1. This is a subdivision.
3	Section Block Indent 2	a. This is a subdivision.
4	Section Block Indent 2	(1) This is a subdivision.
5	Section Block Indent 2	(a) This is a subdivision.

Notes when attaching styles:

When you use outline levels below the a., b., c. level, continue using the Section Block Indent 2 style. The Registrar's Office strongly suggests that you not go beyond five levels in outline organization. It is better to break information into additional sections or subsections.

Remember that if you have a section with only one subsection as shown in the following example, remove the subsection designation "A." but use the 1., 2., etc., as Section Block Indent style.

VAC Number	18VAC90-60-80. Requirements for closing of a program.
Section Indent	When a medication aide training program closes, the program provider shall:
Section Block Indent	1. Notify the board of the date of closing following completion of the last program for which students are already enrolled.
Section Block Indent 2	2. Submit to the board a list of all persons who have completed the program with the date of completion of each.

Documents Incorporated by Reference (DIBR) and Forms lists:

DIBR and FORMS lists use the textbl and sectind styles. Example of a FORMS list:

Text Block Left	FORMS (18VAC90-60)
Section Indent	Application to Establish a Medication Aide Training Program (eff. 7/2007)
Section Indent	Instructions for Filing Application for Registration by Examination (eff. 7/2007)

Tables:

For tables, the styles called Table Left), Table Center, and Table Right position text horizontally within a cell and are single spaced rather than double spaced as other styles in RIS and VAC. Text may be positioned vertically within cells by right clicking on text and choosing "Cell Alignment." Tables can be published with or without lines.

The Register staff is continuing to update tables in the VAC online. If you are amending a table in the old or new format, make adjustments to text using strikethroughs and underscores. If you have a particularly large or troublesome table to amend, please call the Register staff for help.

24VAC20-81-70. Maximum single axle and tandem axle weight allowed without an engineering review.

Maximum weight in pounds according to vehicle axle spacings allowed by permit without an engineering review from the Virginia Department of Transportation's Structures and Bridges Division for any single axle or tandem axle group.

Single Axle Weight:	24,000 pounds (or 850 pounds per inch, width of tire measured in contact with the surface of the road).
Tandem Axle Weight:	44,000 pounds.



VIRGINIA REGISTER OF REGULATIONS

CREATING & SUBMITTING AN ERRATUM (CORRECTION)

Errata are corrections to material published in the Virginia Register. The correction is also published in the Register. Agencies are required by 1VAC7-10-130 to review published regulations and notify the Registrar's Office of necessary corrections within seven days of the date of finding the error. These corrections are submitted for publication to the Registrar's Office through RIS using the following process:

1. Find the error as it appears in the pdf version of the Register. Find the Register pdf posted on the Register website at <http://register.dls.virginia.gov/>.

CURRENT ISSUE Vol. 39 Iss. 14 - February 27, 2023

In this Issue « Previous Issues PDF RSS

- 23VAC10-210 Retail Sales and Use Tax (Action Withdrawn)
- 18VAC155-20 Waste Management Facility Operators Regulations (Notice of Intended Regulatory Action)
- 22VAC40-680 Virginia Energy Assistance Program - Low Income Home Energy Assistance Program (LIHEAP) (Notice of Intended Regulatory Action)

You will need the information from the Register pdf to fill out the Errata web form.

2. Go to agency register documents.
3. Select unspecified volume and unspecified issue to activate "Add New" button

RIS Dashboard New Project Projects Register Resources

Projects Agency Register Documents Register Publication Register Tracking

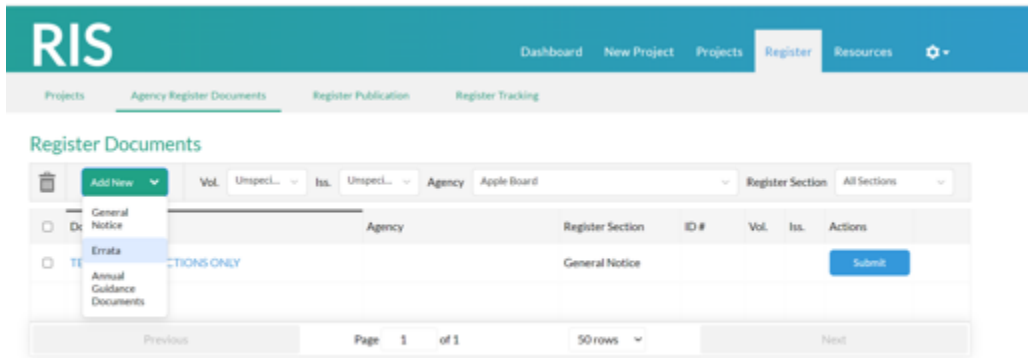
Register Documents

Add New Vol. Unspec... Iss. Unspec... Agency Apple Board Register Section All Sections

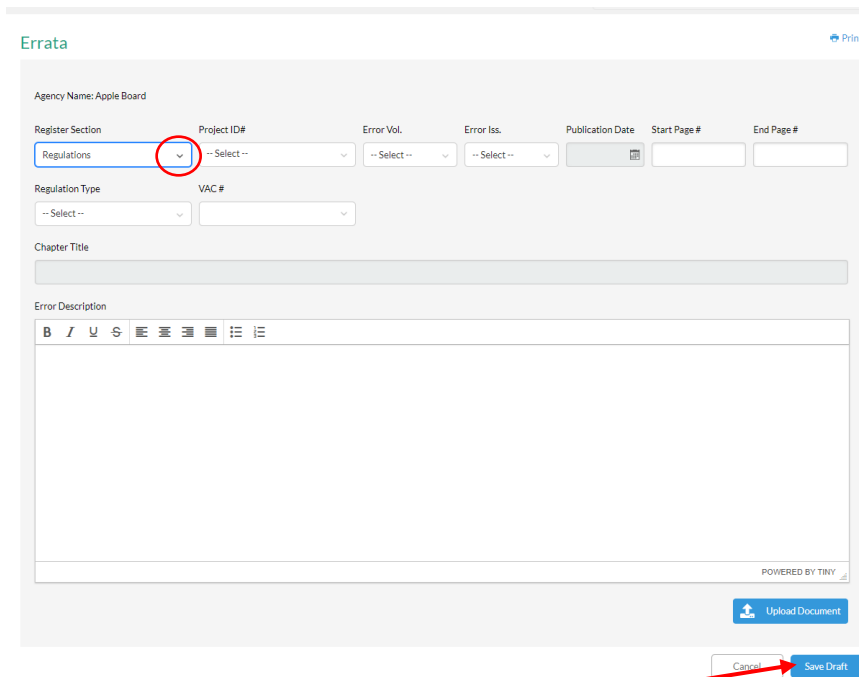
Document	Agency	Register Section	ID #	Vol.	Iss.	Actions
No rows found						

Previous Page 1 of 1 50 rows Next

3. Click "Add New" and select Errata



5. This brings up a web form with menu-controlled fields. For each field, select menu text or enter text based on the pdf version of the Register, as appropriate for the correction. Text may be pasted into the Error Description field.



6. Add text then click save

Saving the erratum will put it into the Agency Register Documents queue where, by clicking "Submit," it can be submitted to the Registrar's Office for publication.

7. The notice will populate the issue of the Register currently accepting submissions.



VIRGINIA REGISTER OF REGULATIONS

CREATING & SUBMITTING A GENERAL NOTICE

General notices are notices to the public published the Virginia Register. Often these notices are required by statute or regulation. Town Hall agencies typically will use Town Hall to post this type of notice, then, via Town Hall, submit the notice for publication in the Register. Agencies that either (i) do not use Town Hall, or (ii) do not want to use Town Hall for a given notice publication, can directly submit a general notice to the Registrar's Office through RIS using the following process:

1. Go to agency register documents
2. Select unspecified volume and unspecified issue to activate "Add New" button

The screenshot shows the RIS interface for 'Agency Register Documents'. The 'Add New' button is highlighted in green. Two red arrows point to the 'Vol.' and 'Iss.' dropdown menus, both of which are set to 'Unspeci...'. The 'Agency' dropdown is set to 'Apple Board'. The table below shows 'No rows found'.

3. Click "Add New" and select General Notice

The screenshot shows the RIS interface for 'Agency Register Documents'. The 'Add New' dropdown menu is open, and the 'General Notice' option is selected. The table below shows 'No rows found'.

4. This brings up a web form with fields into which text can be pasted or typed.

