



# VIRGINIA

## REGISTER OF REGULATIONS

### PREPARING AND FILING GUIDANCE DOCUMENT LISTS FOR PUBLICATION IN THE VIRGINIA REGISTER OF REGULATIONS

#### **Basis and applicability.**

Section 2.2-4103.1 of the Code of Virginia requires agencies, on or before January 1, to annually file with the Registrar of Regulations a list of guidance documents upon which the agency currently relies. These lists are published in the Virginia Register of Regulations and are available online at <http://register.dls.virginia.gov/guidancedocs.aspx>.

Even if an agency has no regulations, an agency may be subject to filing the guidance document list. If the agency or staff has developed a document that interprets or implements statutes or otherwise meets the definition of guidance document in §§ 2.2-4001 and 2.2-4101 of the Code of Virginia, the agency is responsible for reporting that document on its list.

#### **Identify agency guidance documents.**

Evaluate documents within your agency and determine which ones, if any, are guidance documents. Check with your legal counsel to determine whether a document meets the statutory definition of a guidance document.

Do not list regulations; regulations are not guidance documents. If a document has been assigned a VAC number and adopted through the appropriate regulatory process, do not include it on the list.

List case decisions only if the agency intends for the case decision to have general applicability.

Classes of documents, such as interpretive memos, rulings, or decisions having general applicability, that are frequently updated and compiled at intervals not exceeding three months may be categorized by subject and listed once. The list should set forth a general description of the subject matter contained in the documents and the procedure for obtaining the documents. In place of an issue date or a revised date, list how often the documents are updated (e.g., updated weekly, monthly, every two months, etc.), or list a range of dates.

**If the determination is that the agency has no guidance documents, you must report no guidance documents in writing via email to [varegs@dls.virginia.gov](mailto:varegs@dls.virginia.gov) before December 31, 2023.**

Sample email: "The [agency name] currently has no guidance documents. Address any questions to [contact name] at [telephone number] or [email address]."

#### **To prepare and file the guidance document list.**

**Option 1 - File list through Virginia Regulatory Town Hall** - If your agency uses Town Hall to submit regulatory actions or other items for publication in the Virginia Register, use Town Hall to generate and file the annual guidance document list with the Registrar's Office. (This is the same process in place since 2015.)

Log into Town Hall and select “My Guidance Documents” from the Agency Functions drop down list on the left side of the page near the top.

To review the introductory paragraph and make updates and corrections, click on the “Edit Guidance Document Introduction” link once the list of guidance documents appears.

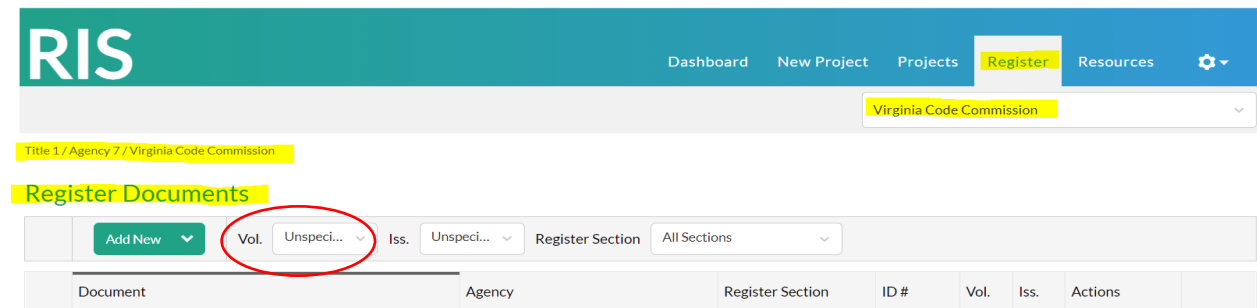
Review the guidance documents and delete documents no longer used, upload new documents, and correct document titles. Capitalize the first letter of each word in the document title as appropriate; do not use all caps in document titles.

Submit to the Registrar's Office by clicking the "Submit" button at the bottom of the page to officially file the agency's guidance document list with the Registrar's Office.

If you have questions about filing guidance documents on Town Hall, please contact Melanie West at the Department of Planning and Budget, telephone (804) 786-8812, email melanie.west@dpb.virginia.gov.

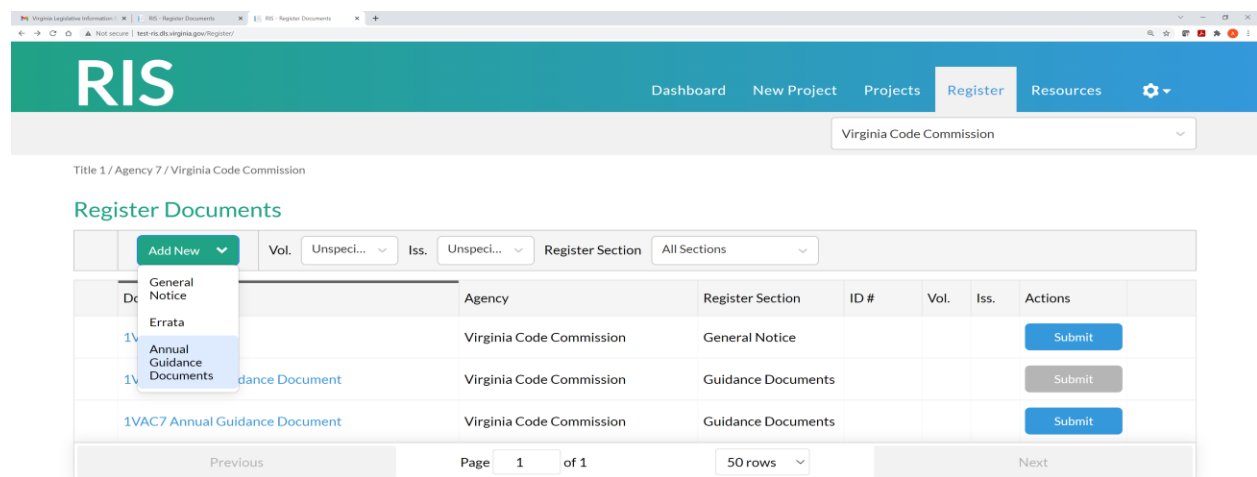
**Option 2 - File list using RIS 2.0** - If your agency files regulatory actions directly with the Registrar's Office, that is the agency is classified as a non-Town Hall agency because Town Hall is not used for submitting anything for publication in the Register, use RIS 2.0 to file guidance document list.

Under Register tab, Register Documents,



**Vol.** dropdown arrow, select Unspecified.

**Add New** dropdown arrow, select Annual Guidance Document.



and click Annual Guidance Document to open. If your agency filed a list last year, it will display here.

## Annual Guidance Documents

Close

Save

## Code Commission, Virginia

## Introduction




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Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, Pocahontas Building, 900 East Main Street, 11th Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 698-1881, or email [tedwards@dls.virginia.gov](mailto:tedwards@dls.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Karen Perrine, Registrar of Regulations, Virginia Code

## Guidance Documents

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

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[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104.  
[Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations](#), revised November 2019, §§ 2.2-4008 and 2.2-4103

Updated 2/17/20

The **top field (Introduction)** is the introductory paragraph. Edit the introduction by clicking into the top field.

If you have edits, delete text to be removed and add new text. You cannot create links for email and web addresses in the introduction, however, imported text may have links, and that's OK.

If you're creating it for the first time, include this information:

Location for viewing copies of the documents.

Name, address, telephone number, fax number, and email address of the staff person to contact for obtaining copies.

Costs associated with obtaining copies. If there is no charge, indicate that copies may be obtained free of charge. If the cost varies depending on the document, indicate the cost of the document as explained in subdivision 2 c of this section.

Name, address, telephone number, fax number, and email address of the staff person to contact for asking interpretive or implementation questions.

Here's an example

Copies of the following documents may be viewed on regular work days between the hours of 8 a.m. and 4:30 p.m. in the office of the Virginia Code Commission, 201 North 9th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Nikki Clemons at the same address, telephone (804) 698-1885, FAX (804) 698-1899, or email [nklemons@dls.virginia.gov](mailto:nclemons@dls.virginia.gov). The documents are also available online at the links shown on the document list.

Questions regarding interpretation or implementation of these documents may be directed to Holly Trice, Registrar of Regulations, Virginia Code Commission, 201 North 9th Street, Richmond, VA 23219, FAX (804) 698-1899, or email [htrice@dls.virginia.gov](mailto:htrice@dls.virginia.gov).


## Annual Guidance Documents

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### Code Commission, Virginia

#### Introduction











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





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Questions regarding interpretation or implementation of these documents may be directed to Karen Perrine, Registrar of Regulations, Virginia Code

#### Guidance Documents

File Edit Insert View Format Table Tools

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[Form, Style and Procedure Manual for Publication of Virginia Regulations](#), revised 2014, § 2.2-4104.  
[Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations](#), revised November 2019, §§ 2.2-4008 and 2.2-4103









Updated 2/17/20








The **bottom field (Guidance Documents)** is the guidance document list with links to the documents. Edit the list by clicking into the bottom field.

1. If you have no changes to last year's list, update the "Updated" date and click "save."
2. If you have changes, edit the text using the text editor in RIS. Do not use strikes or underlines. Delete documents that shouldn't be on the list. Type in the name of a new document, click the "Insert/edit link" button to add link to a document.

#### List of Documents:

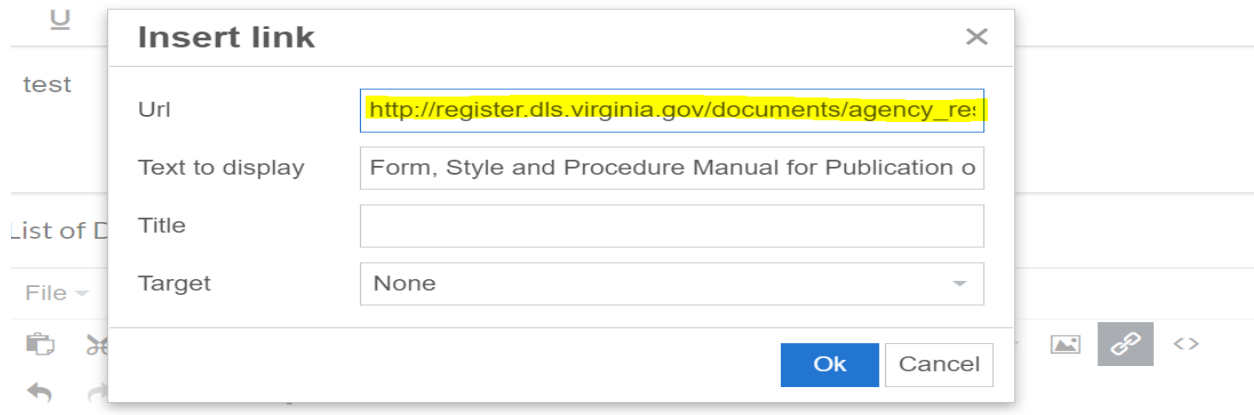
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[Form, Style and Procedure Manual for Publication of Virginia Register](#) |

Paste link into Insert Link box, and click "Ok".



[Form, Style and Procedure Manual for Publication of Virginia Register](http://register.dls.virginia.gov/documents/agency_re:)

Be sure all Internet addresses or hyperlinks are working correctly and updated to point to the correct document.

If your agency website has a page dedicated to guidance documents, add the Internet address or hyperlink that points to that page at the beginning of the list (e.g., "Guidance documents may be accessed on the agency's website at [https://www.dhp.virginia.gov/medicine/medicine\\_guidelines.htm](https://www.dhp.virginia.gov/medicine/medicine_guidelines.htm)"). When you're finished, click "Save".

3. If you are preparing a list for the first time include the following information for each document:

Document number, if any.

Document title (if possible, add a hyperlink to the guidance document on your agency website).

If you would rather not add a hyperlink to the document title, add the Internet address url where the document can be viewed.

Date issued or most recent revised date (e.g., revised June 2005).

Code of Virginia citation that the document interprets or implements (e.g., § 62.1-44.15), if any.

Virginia Administrative Code (VAC) chapter number of the regulations that the document interprets or implements (e.g., 9VAC25-31), if any.

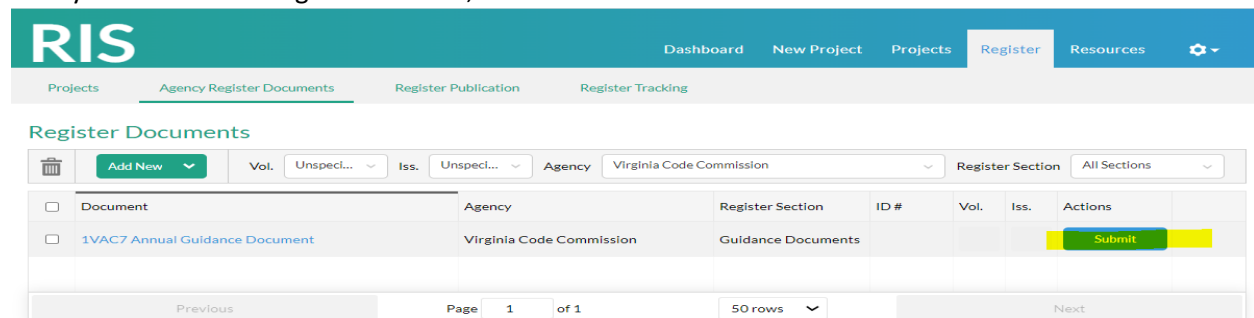
Cost of document if the cost could not be specified in the introductory paragraph. If the charge is per page, indicate the number of pages of the document.

Here's an example of a list:

[Form, Style and Procedure Manual for the Publication of Virginia Regulations](#) , revised 2008, § 2.2-4104

[Preparing and Filing Guidance Document Lists](#), revised April 2014, §§ 2.2-4008 and 2.2-4103

Follow the instructions for editing the list and adding the link, and when you're finished, click "Save". Ready to send to the Registrar's Office, click "Submit".



If you have questions about filing guidance documents using RIS 2.0, please contact Nikki Clemons at the Registrar's Office, telephone (804) 698-1885, email [nclemons@dls.virginia.gov](mailto:nclemons@dls.virginia.gov), or Anne Bloomsburg at the Registrar's Office, telephone (804) 698-1884, email [abloomsburg@dls.virginia.gov](mailto:abloomsburg@dls.virginia.gov).