State Agency Guide to Standard Regulatory Process

Stage 1 Stage 2 Stage 3

Notice of Intended Regulatory Action (NOIRA)

Submit NOIRA (Form TH-01) and sync RIS project (if available) for

review on Town Hall.

Executive branch review

(in order of review)

- -DPB -14 day deadline;
- -Cabinet Secretary sometimes must review; if so, 14 day deadline; -ORM/Governor – no deadline

Within 14 days of receiving Governor's approval, submit NOIRA to

The Virginia Register of Regulations via the Town Hall.

Five days before publication in the *Register*:

Automatic email notification is sent to registered public Town Hall users.

NOIRA is published in the *Register*. Thirty day public comment period begins & Town Hall comment forum opens.

Comment period/forum closes.
Consider public comment,
draft proposed regulation,
& submit it within 180 days for
executive branch review.

Proposed regulation

Submit regulatory package (Form TH-02 and sync RIS project) for review on Town Hall.

Executive branch review

(in order of review):

- -OAG no deadline;
- -DPB -- including economic impact analysis (EIA) - 45 day deadline;
- -Cabinet Secretary 14 day deadline;
- -ORM/Governor no deadline

Within 14 days of Governor's approval, submit proposed stage to the *Register* via the Town Hall.

Five days before publication in the *Register*:

Automatic email notification is sent to registered public Town Hall users.

Proposed stage is published in the *Register*.

Sixty day public comment period begins and Town Hall public comment forum opens.

Comment period/forum closes.
Consider public comment.
Adopt final regulation no sooner than
15 days after comment period closes &
submit for executive branch review
within 180 days after
close of comment period.

Final regulation

Submit regulatory package (Form TH-03 and sync RIS project) for review on Town Hall.

Executive branch review

(in order of review):

- --OAG review if changes with substantial impact made since proposed stage – no deadline;
- -DPB 21 day deadline;
- -Cabinet Secretary 14 day deadline; -ORM/Governor – no deadline

Within 14 days of Governor's approval, submit final regulation to the *Register* via the Town Hall.

Five days before publication in the *Register*:

Automatic email notification is sent to registered public Town Hall users.

Final stage is published in Register.

Thirty day final adoption period begins and Town Hall public comment forum opens.

Final adoption period and public comment closes.

Final regulation becomes effective

OR it is suspended, OR, if changes with substantial impact were made between proposed and final stages and 25+ persons and/or Governor request, an additional public comment period must be held.

