

REGULATORY SUBMISSION CHECKLIST
(September 26, 2019)

Before submitting a stage to DPB, please remember to check:

On Town Hall, is all related information linked, complete, and up-to-date?

- Are any necessary legislative mandates created and linked to this action?
- Are any periodic reviews and petitions for rulemaking linked to this action?
- Do all related meetings have their agendas and minutes posted?
- For a final stage where changes with substantial impact were made to the text since the proposed stage, has an OAG certification letter been obtained?
- For any new regulation that is being promulgated, is the notation [under development] included after the Chapter name on Town Hall, *e.g.*, Name of Regulation [Under Development]?
- For any stage with text, is the RIS text synced on Town Hall and is the correct version displayed?
- For any stage following an emergency/NOIRA, does the stage information page correctly indicate whether there are any changes between the emergency/NOIRA and the subsequent stage?
- For any stage following a proposed or revised proposed, does the stage information page correctly indicate whether there are any changes between the preceding stage and the subsequent stage?
- For any stages that contain forms or documents incorporated by reference, does each form or document have an effective or revision date, and edition if applicable?
- Is the correct contact for this stage listed? If it needs to be updated, has it been edited on the action information page?

Is the correct Agency Background Document (ABD) used, and is all information complete?

- Is the most recent version of the ABD being used, and are all of its features intact, including the form's date and tags, currently located in the top right corner?
- For a NOIRA stage, is sufficient detail included in the Substance section about the changes the board is considering making?

--For any stage with text, is each change in the text mentioned in the Detail of Changes section chart on the ABD?

--Does the ABD capture all of the changes and are all of the sections fully completed?

--For any ABD that references state legislation, is the chapter number included, if available, and also the year of the relevant General Assembly session?

--For any ABD that references federal law or regulation, is the relevant citation listed?

--For an emergency/NOIRA, is there a statement in the Brief Summary section that the board also intends to promulgate a permanent replacement regulation?

Other Strategies To Help Improve Communication and Collaboration

--Will the regulatory coordinator and/or subject matter expert(s) be available during the review period (including DPB's and executive review)? If not, is the backup contact information available to DPB when submitting the stage?

--If a regulatory package is particularly urgent or a high priority of the administration, has DPB been notified of that fact (preferably well before submission)?