

Regulation Adoption Process Forms

1.0 TECHNICAL

1.1 **Applies to:** ICM QUARK

1.2 **Key:**  = critical info

2.0 OVERVIEW

A number of forms previously used by state agencies during the regulation adoption process have been changed or rendered obsolete with implementation of the eRegulations System.

 State agency eRegulations System users should use only the forms posted at this URL, or agency-drafted equivalents:

<https://eregulations.ct.gov/eRegsPortal/ICM/RegulationFormsTemplates>

3.0 FORMS

3.1 Not Available

3.1.1 "Response to Comments"

- There is no Response to Comments form (aka, Public Comments Summary; Summary of Comments and Responses, etc.)
- For more information and examples of Response to Comments documents prepared by other agencies, please select this link: [http://www.ct.gov/sots/lib/sots/regulations/forms/Response to Comments.pdf](http://www.ct.gov/sots/lib/sots/regulations/forms/Response%20to%20Comments.pdf)

3.2 Available for State Agency Use

3.2.1 The forms listed in Table 1 below are available to state agency eRegulations System users.

3.2.2 Use is mandatory unless specified as optional

Table 1

Current Form For regulations noticed on and after April 1, 2015	Pre-eRegulations System Forms For regulations noticed before April 1, 2015 only
OPM Small business impact statement form	SBIS
OPM Fiscal estimate of proposed regulation	Fiscal Note

Current Form For regulations noticed on and after April 1, 2015	Pre-eRegulations System Forms For regulations noticed before April 1, 2015 only
Notice of Intent - <i>optional</i>	Notice of Intent (NOI)
Notice of Decision - <i>optional</i>	Notice of Decision (NOD)
Electronic copy certification (See CGS Sec. 4-172(a))	Electronic Copy Certification Statement
Agency Head Certification for PR-TA	Certification Page (for permanent and technical regulations)
ICM Agency Head Certification For ER	Certification Page (for emergency regulations)
AG Regulation Certification Form	AG Compliance Form
Proposed Regulation.dita	FORMS R-39 REGS-1 REGS-1-E REGS-1-T

3.3 Available for Approval and Filing Entity Use

3.3.1 The forms listed and described in Table 2 below are not available to state agency eRegulations System users.

3.3.2 Use of the forms is restricted as indicated.

3.3.3 The completed forms are posted to the eRegulations System website and/or incorporated into the Final Approved Regulation document as described.

Table 2

Form	Description
AG Approval <i>(For AG use only)</i>	(1) Replaces the Attorney General (AG) signature portion of the hard copy "Certification Page." (2) Completed by the AG or his/her duly authorized designee. (3) Indicates whether or not the AG has approved the proposed regulation for legal sufficiency. (4) Posted on the eRegulations System website upon return of the proposed regulation to the agency.
LRRC Action Record <i>(For LRRC use only)</i>	(1) Replaces the Legislative Regulation Review Committee (LRRC) signature portion of the hard copy "Certification Page." (2) Completed by the LRRC Administrator. (3) Indicates whether or not the LRRC has approved the regulation. (4) Posted on the eRegulations System website upon return of the proposed regulation to the agency.

<p>SOTS Filing Confirmation <i>(For SOTS use only)</i></p>	<p>(1) Replaces the Secretary of the State (SOTS) signature portion of the hard copy "Certification Page." (2) Completed by SOTS staff. (3) Indicates electronic submission date, eRegulations System website posting date, SOTS filing number and effective date. (4) Incorporated with the AG Approval and LRRC Action Record documents into the Final Approved Regulation document posted on the eRegulations System website.</p>
--	--

Table of Changes

Date	Change	By
3/28/2016	3.1 Changed subject matter to "Not Available" forms 3.1 Added 3.1.1 "Response to Comments" document Original 3.1 and 3.2 renumbered to 3.2 and 3.3 3.2 Formerly unnumbered Table designated Table 1 3.2 Table 1 column heading corrected from 2016 to 2015 3.2 Added reference to mandatory use of forms 3.3 Changed table numbered Table 1 to Table 2	BRS