AGENDA

► Drafting Documents for Publication
  ▪ Preamble Requirements
  ▪ Regulatory Requirements

► Submitting Federal Register Documents
  ▪ Filing and Publication
  ▪ Immediate Filing and Emergency Requests
Drafting your Documents

► Scheduling Unit and Liaison Resources
  ▪ Title 1 of the Code of Federal Regulations
  ▪ Document Drafting Handbook

► OFR/Liaison Officer
  ▪ Under 1 CFR 16.1 and 16.2, each agency must designate a liaison and an alternate
  ▪ Update your Liaison List if you encounter staffing changes
  ▪ Email or call with any question
Use the notices category to provide information of public interest.

This category contains documents that do not have regulatory text, do not impose requirements with general applicability and legal effect, and do not affect a rulemaking proceeding.
Proposed Rules

This category contains documents that propose changes to your agency’s regulations in the Code of Federal Regulations and request public comment on those proposed changes.
Notices, Proposed Rules, and Rules

RULES

► This category contains documents having general applicability and legal effect.
Preamble Headings

AGENCY:

ACTION:

SUMMARY:

DATES:

ADDRESSES:

FOR FURTHER INFORMATION CONTACT:

SUPPLEMENTARY INFORMATION:

- List of Subjects:

Words of Issuance
Ex. 1: Headings for a notice document from a cabinet-level department.

DEPARTMENT OF AGRICULTURE

Food Safety and Inspection Service

Transportation Accidents

[Notice No. 85-008N]

Subject Heading

Agency Docket Number (optional)

Subagency Name

Department Name

Subject Heading
### Ex. 2: Headings for a rule document from a cabinet-level department.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Subagency Name</th>
<th>CFR Citation</th>
<th>Regulation Identifier Number</th>
<th>Subject Heading</th>
</tr>
</thead>
</table>
DATES: This regulation is effective [INSERT DATE 90 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]. However, compliance for juice other than apple juice or apple cider is not required until [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

or

DATES:
Effective Date: [INSERT 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].
Comment Date: Comments due on or before [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].
Compliance Date: Mandatory compliance [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].
Words of Issuance

►►

Examples:

For the reasons stated in the preamble, the Federal Energy Regulatory Commission amends 18 CFR Chapter I as set forth below:

For the reasons discussed in the preamble, the Nuclear Regulatory Commission amends 10 CFR part 430 as follows:
REGULATORY TEXT

- Headings.
- Table of Contents.
- Authority citation.
- Numbering of rules.
- Amendatory language.
- Asterisks.
- Cross-references.
PART 970--DEEP SEABED MINING REGULATIONS
FOR EXPLORATION LICENSES

Subpart A--What Applications Must I complete to Obtain My Exploration Licenses?

§970.103 Which deep seabed mining Section activities are prohibited and which ones are restricted?
Regulatory Text: Table of Contents

► You need a table of contents for a document that:
  ▪ Adds a new part or subpart.
  ▪ Revises an existing part or subpart.

► Include the following in your table of contents:
  ▪ Section headings.
  ▪ Subpart headings.
  ▪ Undesignated center headings.
  ▪ Appendix headings to parts and subparts.
Regulatory Text: Authority Citation

If a document amends only certain sections within a CFR part, set out the authority citation for the part as the first numbered item in the list of amendments for the part.

PART 4--SERVICES TO THE PUBLIC
1. The authority citation for part 4 is revised to read as follows:
   Authority: 44 U.S.C. 1508.
   or

PART 4--SERVICES TO THE PUBLIC
1. The authority citation for part 4 continues to read as follows:
If a document adds or revises an entire subpart using a different authority citation, set out the authority citation for the subpart directly after the heading to the subpart and before the regulatory text of the subpart.

Subpart B--Supportive Services for Minority, Disadvantaged, and Women Business Enterprises


Authority: 23 U.S.C. 101, 140(c), 304, 315; 49 CFR 1.48(b).

§230.201 Purpose.

This subpart prescribes the policies, procedures, and guidance to develop, conduct, and administer supportive services assistance programs for minority, disadvantaged, and women business enterprises.

* * * * *
## Numbering of Rules

<table>
<thead>
<tr>
<th>CFR unit</th>
<th>CFR designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>12</td>
<td>Broad area subject to Federal regulation</td>
</tr>
<tr>
<td>Chapter</td>
<td>III</td>
<td>Rules of a single issuing agency</td>
</tr>
<tr>
<td>Part</td>
<td>303</td>
<td>Unified body of rules concerning a single function or specific subject</td>
</tr>
<tr>
<td>Section</td>
<td>§303.1</td>
<td>Short presentation of one regulatory function. The section is the basic unit of the CFR. The content of a section is a short, simple presentation of a single regulatory function.</td>
</tr>
</tbody>
</table>
PARAGRAPH STRUCTURE OF A SECTION

Level 1: (a), (b), (c), etc.
Level 2: (1), (2), (3), etc.
Level 3: (i), (ii), (iii), etc.
Level 4: (A), (B), (C), etc.
Level 5: (1), (2), (3), etc.
Level 6: (i), (ii), (iii), etc.

Levels 5 and 6 are always italicized.
§233.17 Noncompliance and program reporting by the Director.

The Director shall prepare quarterly and annual reports as detailed in this section and shall submit them to the Regional Administrator.

(a) Quarterly reports for State 404 programs. The Director shall submit noncompliance reports for section 404 discharges under §233.24(f)(1)(i)(A) through (E) containing the following information:

(1) Name, location, and permit number of each noncomplying permittee;

(2) A brief description and date of each instance of noncompliance, which should include the following:
   (i) Any unauthorized discharges of dredged or fill material subject to the State’s jurisdiction or any noncompliance with permit conditions; and
   (ii) A description of investigations conducted and of any enforcement actions taken or completed.

(b) [Reserved]
§94.5 Regulation of certain garbage.

(a) Garbage generated onboard a conveyance should be treated as follows.

(1) Garbage moved outside of the United States of Canada is considered regulated garbage with the following exceptions:

(i) Aircraft. Garbage on or removed from an aircraft is considered exempt if:

(A) The aircraft had been previously cleared of all garbage and all meats and meat products; and

(B) After all garbage referred to in paragraph (a)(1)(i)(A) of this section has been removed, the aircraft has not been in a non-Canadian foreign port.

(ii) Other conveyances. Garbage on or removed in the United States from a non-aircraft conveyance is considered exempt if:

(A) The means of conveyance is accompanied by a certificate stating:

(1) That the means of conveyance had been previously cleared of all garbage and all meats and meat products; and

(2) That means of conveyance had been cleaned and disinfected in the presence of the certifying inspector.

(B) Since being cleaned and disinfected, the means of conveyance had not been in a non-Canadian foreign port.

(2) Garbage generated onboard a conveyance traveling to or from Hawaii should be treated as follows:

(i) Aircraft. Garbage generated onboard an aircraft traveling to or from Hawaii is exempt if it is:

(A) Free of all fresh fruits and vegetables; and

(B) Incinerated at an approved facility immediately upon landing.

(ii) Other conveyances. Garbage generated onboard a non-aircraft conveyance traveling to or from Hawaii is exempt if it meets the requirements of paragraphs (b)(1)(i) and (ii) of this section and if the conveyance has not been at a non-Canadian foreign port.

(b) Garbage not generated onboard a conveyance should follow the regulations in §94.7.
AMENDATORY LANGUAGE

Each term is a precise instruction to change a CFR unit.

- Add
- Revise
- Remove
- Reserve
- Redesignate
- Correct
- Withdraw
AMENDATORY LANGUAGE: Add

"Add" means that a new CFR unit is inserted in the CFR.

Add part 1812 to read as follows:

Add §5.26 under the undesignated center heading "How To Apply For a Permit" to read as follows:

Add §20.89 to subpart H to read as follows:

Add paragraph (f)(5) to §210.14 to read as follows:

Add §4.8(a)(3)(iii) to read as follows:
"Revise" means that an existing CFR unit is replaced in its entirety. It is important that you specifically identify the CFR unit being revised.

Revise part 105 to read as follows:

or

Revise §80.100(e)(1)(iii) to read as follows:

or

In §15.4, revise paragraph (b) and the introductory text of paragraph (f)(2) to read as follows:
"Remove" means that an existing CFR unit is being taken out of the CFR

§300.12 [Removed]
Remove §300.12.

§495.73 [Amended]
In §495.73, remove paragraphs (a)(5) and (e).
AMENDATORY LANGUAGE: Reserve

"Reserve" is a term used to fill in gaps in CFR numbering.

Removing a subpart or a paragraph may leave a gap which could confuse the reader. To avoid confusion in your amendatory language, you should remove and reserve the subpart or paragraph.

Subpart Q--[Removed and Reserved]
Remove and reserve subpart Q, consisting of §§103.10 through 103.25.
AMENDATORY LANGUAGE: Redesignate

“Redesignate” transfers a CFR unit to a vacant position and assigns a new designation. A redesignation table may also be used.

PART 80 [REDESIGNATED AS PART 90 AND AMENDED]

2. Redesignate part 80 as part 90 and amend the references as indicated in the table below:

3. In §100.5, redesignate paragraphs (a) through (c) as paragraphs (d) through (f) and add new paragraphs (a) through (c) to read as follows:

4. Redesignate part 20 as part 30 and revise it to read as follows:

§§226.3 through 226.5 [Removed]

§§226.6 through 226.8 [Redesignated as §§226.3 through 226.5]

5. Remove §§226.3 through 226.5 and redesignate §§226.6 through 226.8 as §§226.3 through 226.5, respectively.

§45.3 [Amended]

6. In §45.3, redesignate paragraphs (a) through (c) as paragraphs (a)(1) through (a)(3). In redesignated paragraph (a)(1), further redesignate paragraphs (1) and (2) as paragraphs (a)(1)(i) and (ii).
Preamble text:

On page 00000, in the second column, on line 5, correct the reference "§39.10(a)(1)" to read §44.10".

Regulatory text:

§20.15 [Corrected]
On page 00000, in the third column, in 20.15(c)(1), correct "Director" to read "Acting Director".
"Withdraw" indicates that a previously published rule which is not in effect is removed from the Federal Register publication system and will not become effective or enforceable.
Revise §202.3(b)(5)(i) to read as follows:

§202.3 Registration of copyright

* * * * *

(b) * * *

(5) * * *

(i) The Library of Congress receives two complimentary copies promptly after publication of each issue in the serial.

* * * * *

5 asterisks before paragraph (b) show that paragraph (a) remains unchanged.

3 asterisks following (b) show that (b)(1) through (b)(4) remain unchanged.

3 asterisks following (5) show that the introductory text of (b)(5) is unchanged.

5 asterisks that follow revised paragraph (b)(5)(i) show that the remaining text in the section is unchanged.
### EPA-Approved Indiana Regulations

<table>
<thead>
<tr>
<th>Indiana citation</th>
<th>Subject</th>
<th>Indiana effective date</th>
<th>EPA approval date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3-4</td>
<td>Ambient air quality standards</td>
<td>10/24/2010</td>
<td>3/1/2012, [Insert page number where the document begins].</td>
<td></td>
</tr>
</tbody>
</table>
REVISE PART 3 TO READ AS FOLLOWS:

PART 3—SERVICES TO THE PUBLIC

Sec.
3.1 Information services.
3.2 Public inspection of documents.
3.3 Reproduction and certification of copies of acts and documents.


§ 3.1 Information services.

(a) The Office of the Federal Register (OFR) provides information on:

(1) Publications in §2.5 of this chapter; and

(2) Original acts and documents filed with the OFR.

(b) The OFR cannot provide excessive information or do extensive research.

(c) The staff may not summarize or interpret substantive text of any act or document.
Example: Revision of a Section

PART 133--TOLLS FOR USE OF CANAL

1. The authority citation for part 133 is revised to read as follows:


2. Section 133.34 is revised to read as follows:

§ 133.34 What are the tolls for vessels in ballast?

In order for a vessel to secure the reduced rate of toll for vessels in ballast, it may not carry any passengers or cargo nor any fuel for its own consumption in a quantity which exceeds:

(a) 125 percent of the volume of its engine room as measured and as shown on its Panama Canal tonnage certificate; or

(b) The spaces on the vessel which are available for the carriage of fuel.
1. Amend §173.28 as follows:

A. Revise paragraph (a) to read as follows:

(a) Packaging not meeting the minimum thickness requirements prescribed in paragraph (b)(4)(i) of this section may not be reconditioned or remanufactured.

* * * * *

B. Revise paragraph (e) to read as follows:

* * * * *

(e) Stacking of bulk packages or freight may be stacked upon a bulk packaging that was not designed and tested to be stacked upon.

(1) The superimposed weight placed upon a bulk package designed to be stacked upon may not exceed the maximum permissible stacking test mass marked on the package.

* * * * *

C. Add paragraph (f) to read as follows:

* * * * *

(f) Drums or jerricans not meeting the minimum thickness requirements prescribed in paragraph (b)(4)(i) of this section may not be reconditioned or remanufactured.

* * * * *
SUBMITTING YOUR DOCUMENTS

GET YOUR DOCUMENT THROUGH THE FRONT DOOR

- 1 single-sided Original
- and
- 2 Certified Copies
- Double-spaced
- Original Signature
- Disk with 1 MSWord file
- Certification Letter
- Transmittal Letter

2. Contact OFRTechGroup@gpo.gov to set up account with OFR

Public Inspection and Publication

- Regular Schedule

Special Handling Requests (in Writing)

- Immediate Filing, Special Filing

- Emergency Publication

- Deferred Publication
## Regular Schedule

<table>
<thead>
<tr>
<th>If we receive a document before 2 p.m. on:</th>
<th>We file it for public inspection at 8:45 a.m. on:</th>
<th>And publish it in the Federal Register on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
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<tr>
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<tr>
<td>Friday</td>
<td>Tuesday</td>
<td>Wednesday</td>
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</tbody>
</table>
Scheduling

- All documents must have an original signature
- Original submission must match electronic file
- Review and discuss classification with liaisons if necessary
- Check all amendatory instructions against the eCFR
- Ensure that all graphics, footnotes, tables are clear and printable
- All changes must be approved by agency liaison before scheduling
RESOURCES

► Scheduling Unit Supervisor:
  Moja N. Scott
  202-741-6087
  mscott@gpo.gov

► Scheduling Unit Telephone:
  202-741-6060

► Scheduling Unit Fax:
  202-741-6065

► OFR Customer Service Telephone:
  202-741-6000

► Scheduling Unit Email:
  FedReg.Liaison@nara.gov