

OFFICE OF THE FEDERAL REGISTER

2013 LIAISON CONFERENCE



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

Notices, Proposed Rules, and Rules

NOTICES

- ▶ 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.

DEPARTMENT OF DEFENSE

Office of the Secretary

Renewal of Department of Defense Federal Advisory Committee; Ocean Research Advisory Panel

AGENCY: Department Of Defense (DoD).

ACTION: Renewal of Federal advisory committee.

SUMMARY: Under the provisions of 10 U.S.C. 7903, the Federal Advisory Committee Act of 1972, (5 U.S.C. Appendix, as amended), the Government in the Sunshine Act of 1976 (5 U.S.C. 552b, as amended), and 41 CFR 102-3.50, the Department of Defense gives notice that it is renewing the charter for the Ocean Research Advisory Panel (hereafter referred to as the Panel).

FOR FURTHER INFORMATION CONTACT: Jim Freeman, Deputy Committee Management Officer for the Department of Defense, 703-601-6128.

SUPPLEMENTARY INFORMATION: The Panel is a non-discretionary Federal advisory committee established to provide independent scientific Advice and recommendations to the National Ocean Research Leadership Council (hereafter referred to as the Council).

The Panel shall, (a) provide advice on policies and procedures to implement the National Oceanographic Partnership Program, (b) provide advice on selection of partnership projects and allocation of funds for partnership projects for implementation under the program, (c) provide advice on matters relating to national oceanographic data

Notices, Proposed Rules, and Rules

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.

FEDERAL RESERVE SYSTEM

12 CFR Part 230

[Regulation DD; Docket No. R-1315]

Truth in Savings

AGENCY: Board of Governors of the Federal Reserve System.

ACTION: Proposed rule; request for public comment.

SUMMARY: On January 29, 2009, the Board published final rules amending Regulation DD, which implements the Truth in Savings Act, and the official staff commentary to the regulation. The final rule addressed depository institutions' disclosure practices related to overdraft services, including balances disclosed to consumers through automated systems. The Board proposes to amend Regulation DD and the official staff commentary to clarify the application of the rule to retail sweep programs and the terminology for overdraft fee disclosures, and to make amendments that conform to the Board's final Regulation E amendments addressing overdraft services, adopted in November 2009.

DATES: Comments must be received on or before March 31, 2010.

ADDRESSES: You may submit comments, identified by Docket No. R-1315, by any of the following methods:

- **Agency Web Site:** <http://www.federalreserve.gov>. Follow the instructions for submitting comments at <http://www.federalreserve.gov/generalinfo/foia/ProposedRegs.cfm>.

- **Federal eRulemaking Portal:** <http://www.regulations.gov>. Follow the instructions for submitting comments.

- **E-mail:** regs.comments@federalreserve.gov. Include the docket number in the subject line of the message.

- **Fax:** (202) 452-3819 or (202) 452-3102.

Notices, Proposed Rules, and Rules

RULES

- ▶ This category contains documents having general applicability and legal effect.

**ENVIRONMENTAL PROTECTION
AGENCY**

40 CFR Part 52

[EPA-R04-OAR-2012-0888; FRL-9780-8]

**Approval and Promulgation of
Implementation Plans Tennessee:
Revisions to Volatile Organic
Compound Definition**

AGENCY: Environmental Protection
Agency (EPA).

ACTION: Direct final rule.

SUMMARY: EPA is taking direct final action to approve changes to the Tennessee State Implementation Plan (SIP), submitted by the State of Tennessee, through the Tennessee Department of Environment and Conservation (TDEC) on September 3, 1999. Tennessee's September 3, 1999, SIP adds 17 compounds to the list of compounds excluded from the definition of "Volatile Organic Compound" (VOC). EPA is approving this SIP revision because the State has demonstrated that it is consistent with the Clean Air Act (CAA or Act).

DATES: This direct final rule is effective April 22, 2013 without further notice, unless EPA receives adverse comment by March 21, 2013. If adverse comment is received, EPA will publish a timely withdrawal of the direct final rule in the **Federal Register** and inform the public that the rule will not take effect.

ADDRESSES: Submit your comments, identified by Docket ID No. EPA-R04-OAR-2012-0888, by one of the following methods:

1. *www.regulations.gov*: Follow the on-line instructions for submitting comments.

2. *Email*: R4-HDS@epa.gov.

3. *Fax*: (404) 562-9019.

4. *Mail*: "EPA-R04-OAR-2012-0888," Regulatory Development Section, Air Planning Branch, Air, Pesticides and Toxics Management Division, U.S. Environmental Protection Agency, Region 4, 61 Forsyth Street SW., Atlanta, Georgia 30303-8960.

Preamble Headings

AGENCY:

ACTION:

SUMMARY:

DATES:

ADDRESSES:

FOR FURTHER INFORMATION CONTACT:

SUPPLEMENTARY INFORMATION:

- List of Subjects:

Words of Issuance

Preamble Headings: Notices

Ex. 1: Headings for a **notice** document from a cabinet-level department.

DEPARTMENT OF AGRICULTURE

Department Name

Food Safety and Inspection Service

Subagency Name

[Docket No. 85-008N]

Agency Docket Number
(optional)

Transportation Accidents

Subject Heading

Preamble Headings: Regulations

Ex. 2: Headings for a **rule** document from a cabinet-level department.

DEPARTMENT OF COMMERCE

Department Name

National Oceanic and Atmospheric
Administration

Subagency
Name

15 CFR Part 946

CFR Citation

RIN 0648-A190

Regulation Identifier
Number

Coastal Energy Impact Program

Subject Heading

Preamble: Dates - examples

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.

Regulatory Text: Headings

PART 970--DEEP SEABED MINING REGULATIONS
FOR EXPLORATION LICENSES

Part

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

Subpart Heading
(Optional)

§970.103 Which deep seabed mining Section
activities are prohibited and which ones are
restricted?

Section

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:

Authority: 44 U.S.C. 1502.

Regulatory Text: Authority Citation

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

Sec.
230.201 Purpose.
230.202 Definitions.
230.203 Policy.

Table of Contents

Subpart
Heading

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).

Subpart B Authority
Citation

§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.

Text of Section

* * * * *

Numbering of Rules

CFR unit	CFR designation	Description
Title	12	Broad area subject to Federal regulation
Chapter	III	Rules of a single issuing agency
Part	303	Unified body of rules concerning a single function or specific subject
Section	§303.1	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.

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.

Paragraph Structure

§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.

233.17
Introductory Text

(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:

Paragraph (a)
introductory text

Paragraph (a)

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

Paragraph (a)(1)

(2) A brief description and date of each instance of noncompliance, which should include the following:

(a)(2) Introductory Text

(i) Any unauthorized discharges of dredged or fill material subject to the State's jurisdiction or any noncompliance with permit conditions; and

Paragraph (a)(2)(i)

Paragraph (a)(2)

(ii) A description of investigations conducted and of any enforcement actions taken or completed.

Paragraph (a)(2)(ii)

(b) [Reserved]

Paragraph (b)

§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:

AMENDATORY LANGUAGE: **Revise**

"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:

AMENDATORY LANGUAGE: Remove

"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).

AMENDATORY LANGUAGE: Correct

The term "correct" fixes a clerical or typographical error in a recently published document.

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".

AMENDATORY LANGUAGE: **Withdraw**

"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.

* * * * *

* * *

* * * * *



ASTERISKS

Revise §202.3(b)(5)(i) to read as follows:

§202.3 Registration of copyright

* * * * *

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

(b) * * *

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

(5) * * *

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

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

* * * * *

5 asterisks that follow revised paragraph (b)(5)(i) show that the remaining text in the section is unchanged.

7 ASTERISKS in a Table

EPA-APPROVED INDIANA REGULATIONS

Indiana citation	Subject	Indiana effective date	EPA approval date	Notes
* 1-3-4	* Ambient air quality standards	* 10/24/2010	* 3/1/2012, [Insert page number where the document begins].	*
*	*	*	*	*

Example: Revision of a part

Revise part 3 to read as follows:

Amendatory Language

PART 3--SERVICES TO THE PUBLIC

Part Heading

Sec.

3.1 Information services.

3.2 Public inspection of documents.

3.3 Reproduction and certification of copies of acts and documents.

Table of Contents

Authority: 44 U.S.C. 1506; sec. 6, E.O. 10530 , 19 FR 2709, 3 CFR, 1954-1958
Comp., p.189.

Authority Citation

§ 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.

Regulatory
Text

Example: Revision of a Section

PART 133--TOLLS FOR USE OF CANAL

Part Heading

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

Authority Citation

Authority: 22 U.S.C. 3791; E.O. 12215, 45 FR 36043, 3 CFR, 1980 Comp., p. 257.

2. Section 133.34 is revised to read as follows:

Amendatory Language

§133.34 What are the tolls for vessels in ballast?

Section Heading

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.

Regulatory Text

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* No packages or freight may be stacked upon bulk packaging that was not designed and tested to be stacked upon.

(2) 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.



1. Amend §173.28 as follows:

A. Revise paragraph (a);

B. Revise paragraph (e); and

C. Add paragraph (f)

The addition and revisions read as follows:

§173.28 Requirements for bulk packaging.

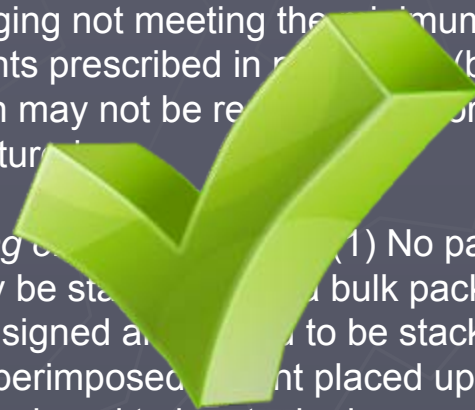
(a) Packaging not meeting the minimum thickness requirements prescribed in paragraph (b)(4)(i) of this section may not be reconditioned or remanufactured.

* * * * *

(e) *Stacking* (1) No packages or freight may be stacked upon bulk packaging that was not designed and tested to be stacked upon.

(2) 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.

(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



PKI

digital signature

1. Obtain PKI from GPO: <http://www.gpo.gov/projects/pki.htm>
2. Contact OFRTechGroup@gpo.gov to set up account with OFR
3. Submit using FedReg.gov web portal

Public Inspection and Publication

- ▶ Regular Schedule

Special Handling Requests (in Writing)

- ▶ Immediate Filing, Special Filing
 - ▶ Emergency Publication
 - ▶ Deferred Publication

Regular Schedule

If we receive a document before 2 p.m. on:	We file it for public inspection at 8:45 a.m. on:	And publish it in the <i>Federal Register</i> on:
Monday	Wednesday	Thursday
Tuesday	Thursday	Friday
Wednesday	Friday	Monday
Thursday	Monday	Tuesday
Friday	Tuesday	Wednesday

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:*

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