# The Federal Register Publication System:

# WHAT IT IS AND HOW TO USE IT

Office of the Federal Register
National Archives and Records Administration

2015

## Federal Register Workshop

#### Presenter:

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#### Sponsored by:

Office of the Federal Register (OFR),

- www.federalregister.gov
- www.ofr.gov

National Archives and Records Administration (NARA)

• www.archives.gov/

Federal Register publications are produced by:

OFR and the Government Printing Office (GPO)

GPO: www.fdsys.gov

# What topics will this workshop cover?

- Historical background and legal basis
- The regulatory process and the role of the public
- Organization the Federal Register and CFR
- Relationships among Public Laws, the FR and CFR
- Research tools and Finding Aids

## Office of the Federal Register – Roles

- Federal Rulemaking
- Ministerial Functions of Government
  - Constitutional Amendments
  - · Electoral College
- Documenting Governmental Actions

## Office of the Federal Register – Publications

- Ministerial Functions of Government
  - Public Laws/Slip Laws
  - U.S. Statutes-at-Large
- Documenting Governmental Actions
  - · Daily Compilation of Presidential Documents
  - · Public Papers of the Presidents
  - · United States Government Manual
  - Privacy Act Issuances
- Federal Rulemaking
  - Federal Register
  - · Code of Federal Regulations

## Federal Rulemaking -The Rule of Law

- Law principles and regulations established, administered, and enforced for a community by some authority
- Separation of Powers
  - Legislative
  - Executive
  - Iudicial

## The Rule of Law

Legislative Law

**Public** 

- (Permanent, Temporary, Standby, Organic, Positive)
  Private
- Judicial Law
  - · Case Law Common Law
- Executive Law
  - Rules/Regulations
  - · Administrative Law

# Laws vs. Rules Is there a difference?

- > Have the force and effect of Law (enforceable)
- > Have general applicability to the public

Note: Each branch of government also has *internal rules* of operations

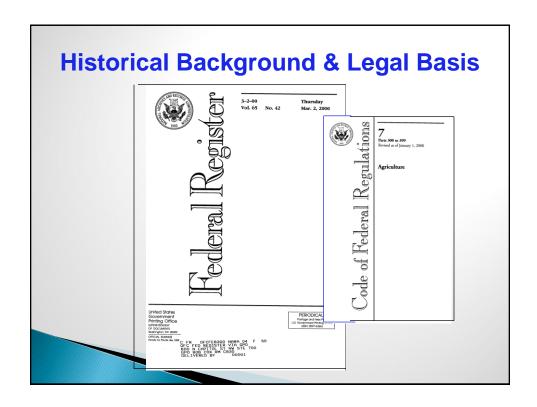
- Legislative Senate Rules
- Judicial Rules of Evidence
- Executive OMB Directives, Executive Orders

## **Publishing Laws**

- Signed Enrolled Bills
- Public Laws (OFR publication)
- U.S. Statutes-at-Large (OFR publication)
- United States Code U.S.C.

(Codified by the Law Revision Counsel of the U.S. House of Representatives)

Comparison of Laws and Rules			
Congress Passes Laws	Executive Agencies Issue Rules		
Publish Slip Law/Statutes at Large Codified in U.S. Code			
Power comes from Constitution	Power delegated by Congress		
Courts review for constitutionality	Courts review for constitutionality & limits of delegated authority arbitrary and capricious actions		
Representative Democracy: Congress acts collectively			
Set broad social and economic goals and legal requirements	Prescribe specific legal requirements to meet goals		



# Why was the Federal Register System Established?

- New Deal Legislation
  - A growing government
  - New agencies regulating new areas
- Lack of Process
  - No centralized publication system
- Lack of Access
  - No centralized filing system
- Lack of Organization
  - No organization to the system
- Constitutional Issues
  - Separation of Powers
  - Due Process
  - Fairness

# Federal Regulatory Process - the Congressional Response

- Legal structure:
  - The Federal Register Act
  - The Administrative Procedure Act (APA)
  - Congressional Review Act
  - Other individual laws
- Designed to allow Federal agencies to <u>issue and enforce</u> legally effective regulations

## 1. Federal Register Act

Enacted: July 26, 1935 Cite: 44 U.S.C. Chap. 15

- Established a <u>central location</u>
  - Office of the Federal Register
- Established a means of <u>publicizing</u>
  - The daily Federal Register
- Established a system of organization
  - The *Code of Federal Regulations*

## Effect of Publishing in the Federal Register

- Official notice
- Legal authority of the agency
- Documents evidentiary status
- Shows how and when the CFR will be amended

#### 2. Administrative Procedure Act

Enacted: June 11, 1946 Cite: 5 U.S.C. 551 et seq.

- Established a Process
   Requires Proposed Rules
   Delays Effective Date 30 to 60 days
   "due process" ensures fairness
- Established Public Participation
   Requires Notice
   Requires Taking Comments
   "notice and comment" ensures
   democratic values

## 3. Congressional Review Act

Part of the Small Business Regulatory Enforcement Fairness Act of 1996 (P.L. 104-121)

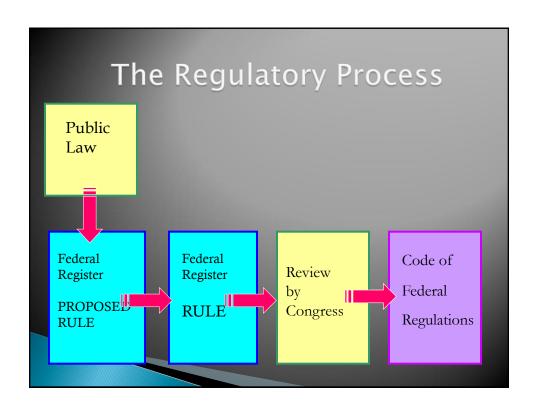
Additional procedural requirements to ensure: Legislative *Oversight* 

Major and significant regulatory actions Separation of Powers

Constitutionally adequate veto of regulations

## **Public Inspection**

- Required by Federal Register Act
- Establishes "Filing" Date and Time
- Documents must be scheduled for publication
- Regular and Special Filing
- Public Agency Action versus "Predecisional" Agency Action
- Electronic Public Inspection Desk



## Other Parts of the Federal Regulatory Process

- Agency Dockets
- Administrative Requirements
- Regulatory Review (OIRA)

## 1. Agency Dockets

- A Single Rulemaking Activity
- All related materials
- Public Information
- Federal Docket Management System (FDMS)

## 2. Administrative Requirements

- Regulatory Analyses
  - Legislative
  - Executive Order

## 3. Regulatory Review

Administration's policy input

- Office of Information and Regulatory Analysis (OIRA)
- Policy review
- Regulatory Agenda

# Summary - Why was the Federal Register System Established?

- Lack of Access Office of the Federal Register
  - No centralized filing system
- Lack of Process Federal Register publication
  - No centralized publication system
- Lack of Organization Code of Federal Regulations
  - $\,{}^{\circ}\,$  No organization to the system
- Constitutional Issues Notice & Comment/ Congressional Review
  - Separation of Powers
  - Due Process
  - Fairness

Comparison of Laws and Rules		
Congress Passes Laws	Executive Agencies Issue Rules	
Publish Slip Law/Statutes at Large Codified in U.S. Code	Publish in Federal Register Codified in CFR	
Power comes from Constitution	Power delegated by Congress	
Courts review for constitutionality	Courts review for constitutionality & limits of delegated authority arbitrary and capricious actions Administrative Procedure Act reqs.	
Representative Democracy: Congress acts collectively represent the will of the people	Participatory Democracy: Agencies must seek and consider to public comment on benefits of rules v. burdens and costs	
Set broad social and economic goals and legal requirements	Prescribe specific legal requirements to meet goals	



## The Federal Register

- An official daily legal publication
- Informs citizens of:
  - rights and obligations
  - opportunities for funding and Federal benefits
  - · actions of Federal agencies for accountability to public
- Citation: 64 FR 34567 (June 5, 1999)

## Federal Register Documents

#### Document categories:

- 1. Presidential Documents
- 2. Rules and Regulations
- 3. Proposed Rules
- 4. Notices

#### Additional sections:

- Separate Parts
- Reader Aids

## 1. Proposed Rule

- Announces possible changes to the CFR
- Sets out proposed regulatory text or describes proposal
- Solicits public comment on proposal
- ▶ Initiates the "notice and comment rulemaking" process under the APA (5 U.S.C. 553)

# What Types of documents are in the Proposed Rules section?

- Proposed Rules
  - AKA: "Notice of Proposed Rulemaking" (NPRM)
- Preliminary Rulemaking Documents
- Miscellaneous proposals and updates

# Standard Preamble Headings and Captions

<u>Headings:</u> Agency name, CFR title and part(s), docket info, subject matter Captions

- AGENCY:
- ACTION:
- SUMMARY:
- DATES:
- ADDRESSES:
- FOR FURTHER INFORMATION CONTACT:
- SUPPLEMENTARY INFORMATION:

# Advance Notices and Preliminary Rulemaking Documents

Advance Notice of Proposed Rulemaking

Petition for Rulemaking

Negotiated Rulemaking ("RegNeg") document

## Miscellaneous Proposed Rule Documents

- Extension of time to submit comments on proposed rule
- Further notice of proposed rulemaking to make changes in response to comments or events
- Withdrawal of proposed rule
- Annual review of regulations -- opportunity to comment

## 2. Rules and Regulations

- Documents with:
  - Final legal effect
  - General applicability to the public
- Most, rules amend and are codified in the CFR

## Final Rule

- Generally issued to amend the CFR
- Finalizes a proposed rule
- Takes final action without a prior proposed rule
- Effective Dates:
  - At least 30 days from date of publication
  - At least 60 days from date of publication for major rules
  - On date of publication
    - emergency
    - good cause

# What Types of Documents are in the Rules & Regulations Section?

- · Final Rules
- · Interim Final Rules
- Direct Final Rules
- Documents that relate to previous rules & regulations

# Standard Preamble Headings and Captions

Headings: Agency name, CFR title and part(s), docket info, subject matter Captions

- AGENCY:
- ACTION:
- SUMMARY:
- DATES:
- ADDRESSES:
- FOR FURTHER INFORMATION CONTACT:
- SUPPLEMENTARY INFORMATION:

# Final Rule Amendments and Regulatory Text

- Follow the "Supplementary Information" section of the Preamble
- Preceded by the "List of Subjects"
- Numbered amendatory instructions specifically state how the CFR will be amended

### Interim Final Rule

#### Issued:

- To react to an emergency situation
- To relieve unnecessary restrictions on the public
- To take public comments on interim action

#### Effective:

- On date of publication; or
- Less than 30 days from date of publication

#### Comment Period:

Yes

#### **Direct Final Rule**

#### Issued:

♦Non-controversial actions

#### Effective:

♦30, 60 to 90 days from date of publication, if it is not withdrawn due to adverse comments

#### Is there a comment period?

**♦Yes** 

#### Withdrawn:

Monitor the Federal Register for a withdrawal document

## Documents that Relate to Previous Rules & Regulations

#### Examples:

- ♦Interpretive Rule; Policy Statement on Enforcement; Clarification
- →Temporary Rule; Deviation; Waiver
- ♦Establishment, Delay, Suspension of Effective Date
- ♦ Reconsideration of recently issued Final Rule
- ♦Withdrawal or Confirmation of Direct Final Rule

#### 3. Notice Documents

#### Describe official actions and functions that:

- May affect the public or provide important information BUT
  - Do not amend the CFR.

#### Examples:

- Sunshine Act and Federal Advisory Committee Act meeting notices
- · Grant announcements and funding availability
- Environmental impact statements

## What is the format for Notices?

- Formatted
- Unformatted

## 4. Presidential Documents

- Executive Orders
- Proclamations
- Administrative Orders & Miscellaneous Documents

### **Executive Orders**

- Directed at Executive agencies to manage operations
- President has constitutional authority to issue
   E.O.s as Chief Executive and as Commander-in-Chief
- Numbered consecutively as received by OFR
- Reprinted annually in 3 CFR, not codified

### **Proclamations**

- TYPES
  - Ceremonial
  - Substantive
- Numbered consecutively as received by OFR
- No legal distinction between E.O.s & Proclamations
- Reprinted annually in 3 CFR, not codified

# Administrative Orders and Miscellaneous Documents

- Determinations
- Memoranda
- Reorganization Plans
- Notices of Continuation of National Emergencies

Comprehensive record of Presidential statements and directives:

- Compilation of Presidential Documents
- Public Papers of the Presidents series

## **Separate Parts**

- Appear at the end of the daily Federal Register issue
- Agencies request
  - For high profile documents.
  - To group related Final Rules, Proposed Rules and Notices together
- OFR places late arriving documents in separate parts for production purposes



# Daily *Federal Register*Research Tools and Finding Aids

- ▶ Table of Contents
- CFR Parts Affected in this Issue
- Reader Aids

# Federal Register Table of Contents

- Arranged by agency name in alphabetical order
- Cross-references
- Each agency document is arranged by category
- Presidential Documents are arranged as follows:
  - Executive Orders
  - Proclamations
  - Determinations/Memoranda

# "CFR Parts Affected" in this Issue

- Located after the Table of Contents
- Lists CFR titles and parts affected in an issue
- Indicates whether the documents affecting CFR parts are rules or proposed rules
- Lists the number designations of all Presidential documents in the issue
- Cites the page numbers where relevant documents begin

# CFR Parts Affected During (the current month)

- Cumulative table
- Lists documents in numerical order by CFR title and part
- You can quickly determine:
  - The CFR titles and parts affected by documents published during the current month
  - Whether the documents affecting the CFR parts are rules or proposed rules
  - The number designation of Presidential documents published during the current month
  - The page numbers where the relevant documents begin

## On-line: FederalRegister.gov

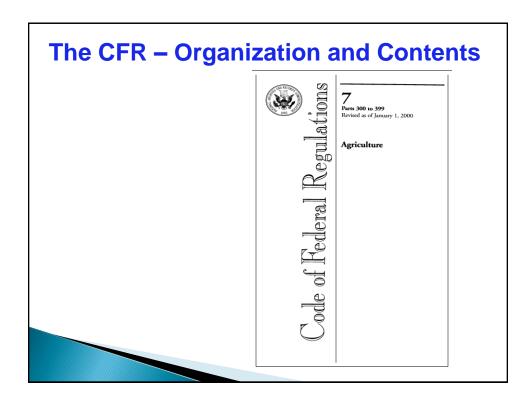
- Launched July 26, 2010 75th
   Anniversary of the Federal Register Act
- Currently an unofficial, web-based edition of the Federal Register
- Online newspaper look and feel
- www.federalregister.gov

## Federal Register 2.0 Features

- Persistence of documents ("articles")
- "News" sections topical organization
- Agency pages with list of recently published documents and documents with comment periods that are opening or closing soon
- Summary and Key Information
- Regulations.gov Docket Information and Ability to Submit Comments from Document Page on federalregister.gov

## Federal Register 2.0 Additional Features

- Topics Index
- Social Networking and Web 2.0 Tools
- Public Inspection Desk
- Currently Updated Federal Register Index
- Currently Updated Executive Order Disposition Tables
- "My FR"
- Advanced Subscription Management



# What is the Code of Federal Regulations?

- The CFR contains Federal rules that have:
  - General applicability to the public
  - · Current and future effect as of the date specified
- Always published first in the FR as <u>amendments to</u> <u>the CFR</u>
- The CFR is published in a set of about 230 volumes
  - Printed soft cover books
  - Microfiche
  - Online at: www.access.gpo.gov/nara

## How is the CFR organized?

- Federal regulations are organized into:
  - 50 titles
  - Broad subject matter categories
    - · Environment, Defense, Public Health, Transportation
- Each title is completely revised and reissued once each year on a staggered schedule.

```
    Titles 1 -- 16 updated as of January 1
    Titles 17 -- 27 updated as of April 1
    Titles 28 -- 41 updated as of July 1
    Titles 42 -- 50 updated as of October 1
```

## What is the CFR numbering system?

- The CFR has a uniform numbering system
  - Titles 3, 41, and 48 have significant variations
- The section is the basic unit of the CFR
- Cite the CFR by title and section: 12 CFR 303.1
- Text is divided into descending levels of units

## **CFR Structure**

Title	12	Broad subject area of regulations
Chapter	III	Rules of individual agency
Part	303	Rules on a single program or function
Section rules	303.1	One provision of program/function
Paragraph	303.1(a)	Detailed, specific requirements

## Paragraph Levels

Sections may contain up to 6 levels of paragraphs.

• We strongly recommend no more than 3 levels.

<u>Paragraph</u>	Designations	Cite paragraph as
Level 1	(a), (b), (c), etc.	§ 303.1(a)
Level 2	(1), (2), (3), etc.	§ 303.1(a)(1)
Level 3	(i), (ii), (iii), etc.	§ 303.1(a)(1)(i)
Level4	(A), (B), (C), etc.	§ 303.1(a)(1)(i)(A)
Level 5	<i>(1), (2), (3)</i> , etc.	§ 303.1(a)(1)(i)(A)(1)
Level 6	( <i>i), (ii), (iii)</i> , etc.	§ 303.1(a)(1)(i)(A)(1)(i)

## Material Approved for Incorporation By Reference

(5 U.S.C. 552(a) and 1 CFR Part 51)

- IBR material has the force of law as though it were published in full text the FR & CFR
- Congress authorized IBR to enforce voluntary standards already used in science & industry
- Under the FOIA, the Director of the Federal Register must approve IBR to give it force and effect of law

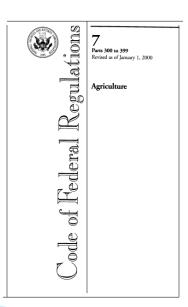
#### How are rules codified in the CFR?

The

Rulemaking Process

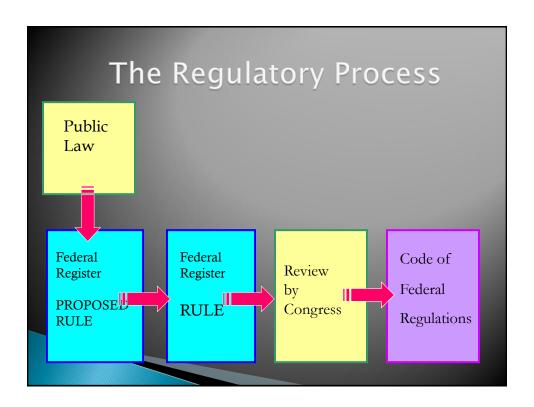
from

**Start to Finish** 



## What Triggers Rulemaking?

- Legislation, Congressional hearings/reports
- Executive orders and OMB Circulars
- Court Orders
- Agencies act on own initiative to carry out mission
- Petitions for Rulemaking and informal requests from affected parties
- Federal Advisory Committee Recommendations
- Emergency situations, technological developments
- Political Factors

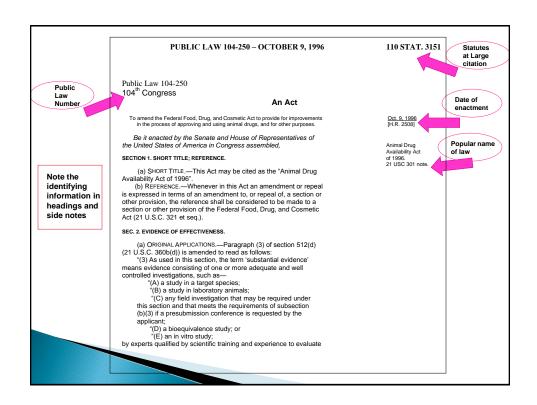


## **Authorization in Public Law**

Rulemaking usually begins with Congressional action.

#### For Example:

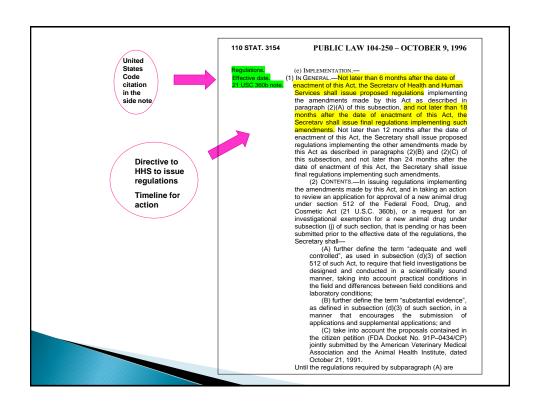
- The Animal Drug Availability Act of 1996 (ADAA) (Public Law 104-250), enacted October 9, 1996, amended the Food, Drug and Cosmetic Act.
  - Signaled Congressional intent for Food and Drug Administration (FDA) to administer the regulations on behalf of the Secretary of Health and Human Services (HHS).



## Rulemaking Instructions in the Law

FDA must issue regulations to implement the law.

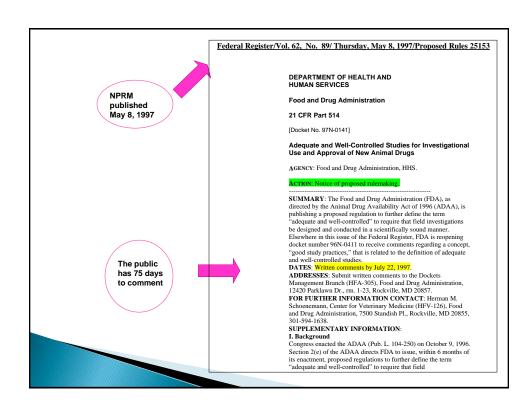
- Law sets a schedule for issuing proposed and final rules
- The agency must publish in Federal Register and follow APA notice and comment rulemaking process.

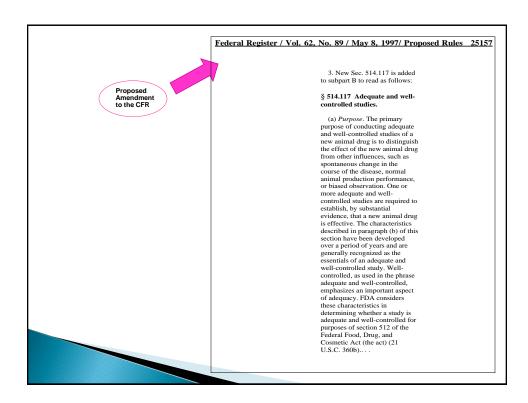


## **Proposed Rulemaking**

#### **ADAA Example**

- Statute set a 6 month time limit for a Proposed Rule
- FDA published the proposed rule on May 8, 1997, about 7 months after the law was enacted, slightly past the deadline





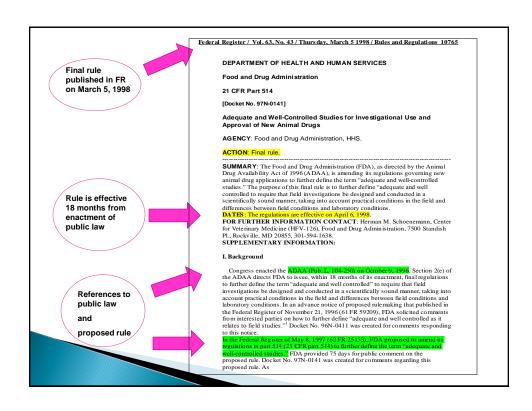
### Final Rulemaking

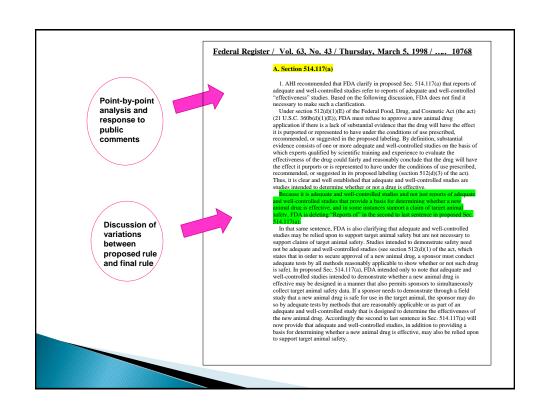
### ADAA

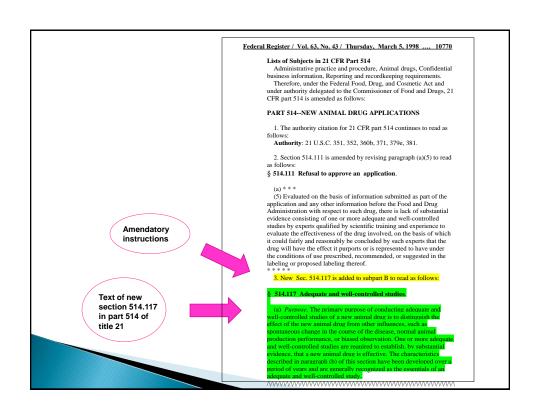
 FDA published the final rule on March 5, 1998, in time to meet the 18 month statutory deadline

### The preamble of a final rule typically contains:

- Statement of the requirements in the law
- Cite to proposed rule and other rulemaking history
- Discussion and analysis of public comments received
- Justification for agency's final decisions







### **CFR Codification**

### **ADAA**

- FDA published the new animal drugs rule on March 5, 1998
- The rule was integrated into the April 1, 1998 revision of title 21 -- "Food and Drugs"

Title 21, like most
CFR titles, has
multiple volumes.
The new rule was
codified
in the volume
containing
parts 500-599 of
title 21.

# code of ederal regulations

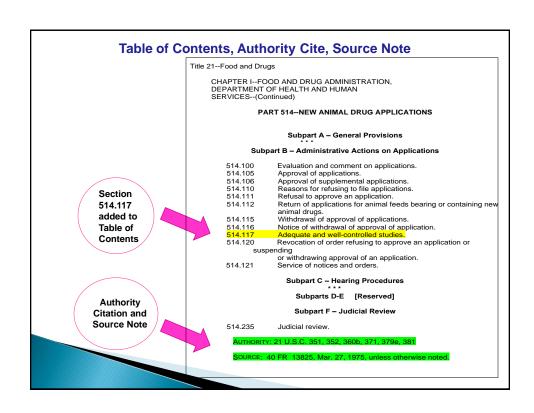
**Food and Drugs** 

21 PARTS 500 TO 599 Revised as of April 1, 2011



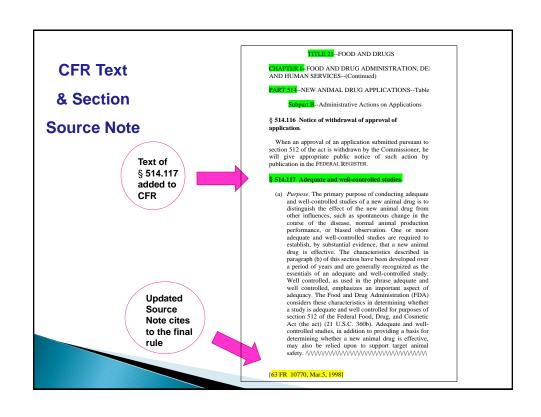
### Part Level Table of Contents, Authority Citations, and Source Notes

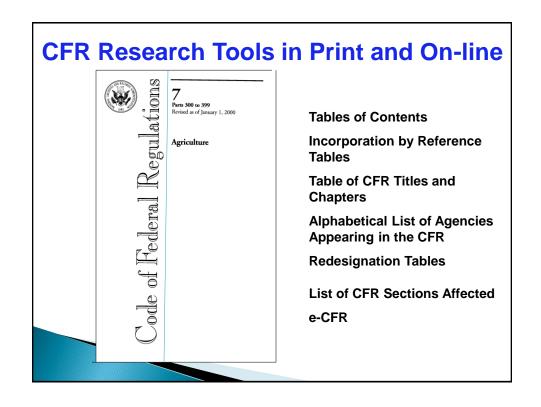
- A new entry in the <u>table of contents</u> at the part level to reflect the newly added section of regulatory text
- The <u>authority citation</u> below the table of contents
- The source note below the authority cite



# CFR Text, Section Level Source Notes, and Authority Citations

- The <u>text of new section 514.117</u> inserted into CFR Title 21, Chapter I, Part 514, Subpart B
- A source note
- No separate authority citation for this section





# What research tools are in each printed volume of the CFR?

- At the front of each CFR volume, look for:
  - Tables of contents to all material within the book
  - Tables of contents to the title, subtitle(s), chapter(s), and subchapter(s) within the book
- At the back of each CFR volume, look for:
  - "Table of CFR Titles and Chapters"
  - "Alphabetical List of Agencies Appearing in the CFR"
  - Redesignation Tables
  - "List of CFR Sections Affected"

### Table of Contents to a Subtitle

Table of Contents shows page numbers for the beginning of each part



### **Part Level Table of Contents**

Table of Contents lists the sections in the part and subparts



### **Table of CFR Titles and Chapters**

- A list of all CFR titles, subtitles, chapters, and part spans in numerical order -- titles 1 to 50
- Includes the names of agencies assigned to CFR chapters
- A more detailed list is located in the CFR Index and Finding Aids, a separate publication

# Alphabetical List of Agencies Appearing in the CFR

- A list of all agencies that publish in the CFR
- References to sub-agencies under main agencies
- Location of the regulations of each agency and sub-agency appear in the CFR by title, subtitle and chapter

### **Redesignation Tables**

- A Redesignation Table helps you find the new location of parts and sections of regulations
- An agency publishes this table when it has done extensive reorganization and renumbering
- The table appears in the preamble of the rule document and is then included as a research tool in the back of the CFR

# List of CFR Sections Affected (in a specific CFR volume)

- This list helps you track amendments in each CFR volume for the previous five years with FR page numbers
- Lists the type of amendment and the text affected down to the paragraph level
- For earlier years, use the List of CFR Sections Affected (LSA)
- A cumulative, monthly LSA is also published separately

## Electronic Code of Federal Regulations (e-CFR)

- www.ecfr.gov
- Unofficial
- Authoritative (source files are used for the printed books)

### e-CFR Features

- Updated daily to incorporate all changes
- Includes links to published amendments that will be effective at a future date
- ▶ 1-2 day lag
- "Point-in-Time" view back to January 1, 2015
- Fully Searchable
- Searchable by specific category of information (CFR element)

### Federal Register On-line Resources

- Official Federal Register Publications
  - www.fdsys.gov

Online versions of the publications

www.federalregister.gov

Federal Register 2.0

**Public Inspection Desk** 

- Federal Register Information
  - www.ofr.gov

Information about the publications
Information about the Federal regulatory process

### Federal Register On-line Resources (cont.)

- Electronic Code of Federal Regulations (e-CFR)
  - www.ecfr.gov
- Federal Register Table of Contents ListServ
  - https://listerv.access.gpo.gov
- National Archives FR Home Page
  - www.archives.gov/federal-register
- Public Participation in Rulemaking
  - \* www.regulations.gov

The End