

Electronic Rule Filing

(ERF)

Instructions for the
Environmental Rule Adoption /
Amendment Form (ERAF)

Online Form

January 2011

The Environmental Rule Adoption / Amendment Form (ERAF) form is now online!



Beginning January 31, 2011, the ERAF form will be completed using the ERF Website instead of RAS 2.0.

This is in preparation for the upcoming release of the RAS3 software which will be used solely for the creation of rules.


General ERAF Information:

- ❖ The new online version of the ERAF form includes the same questions that were in the RAS 2.0 form, however, the overall format and method for inputting answers will be different.
- ❖ As with RAS 2.0, a form will have to be completed for each rule in an ERF package that requires an ERAF.
- ❖ The online ERAF form can be saved and re-opened to edit/modify, can be saved as incomplete, and can be revised if needed.
- ❖ To prevent loss of work, any RSFA 2.0 ERAF forms already in progress can be uploaded to the ERF system and converted to the new online form format.

General ERAF information, continued...

- ❖ Some questions in the form have been reworded slightly to better suit the new online format. While the format and method for filling out the form has changed, the version of the form that is filed with JCARR will not change.
- ❖ As with all ERF documents, the form will need to be print / viewed (as PDF) and checked for content. The content and format a filer sees in the print / view PDF is exactly what JCARR, LSC, and any other filing recipients receive when the filing is submitted.
- ❖ As always, if you have questions about what you are seeing in the PDF view, call the ERF Help Desk.

The new online ERAF form will resemble the existing online Forms 1, 2 and 3 which are filled out for each rule in an ERF package. Below is an example of Form 1.

 **Electronic Rule Filing**

Home : Packages List : TEST : Online Questions for rule 007-7-99(Amend)

[logout](#)

Contact Information

1. Please select the contact for this rule.

2008, ERFTEST

Rule Summary Questions

2. Is the rule being filed consistent with the requirements of the RC 119.032 review?

Yes No Exempt Options

(If you answered NO to the above question provide the upcoming review date below. If you answered YES to the above question, the review date for this rule is the filing date and you do not need to enter it below.)

Review Date: / / (MM/DD/YYYY)

3. Are you proposing this rule as a result of recent legislation? Yes No

Note : If you indicate Yes, Bill Number, General Assembly and Sponsor fields required.

Bill Number:

General Assembly Number :

Bill Sponsor :

When question 7 in online Form 1 is answered “Yes” an ERAF form is required for the rule filing, and....

Rule Summary Questions Declaring Additional Documents

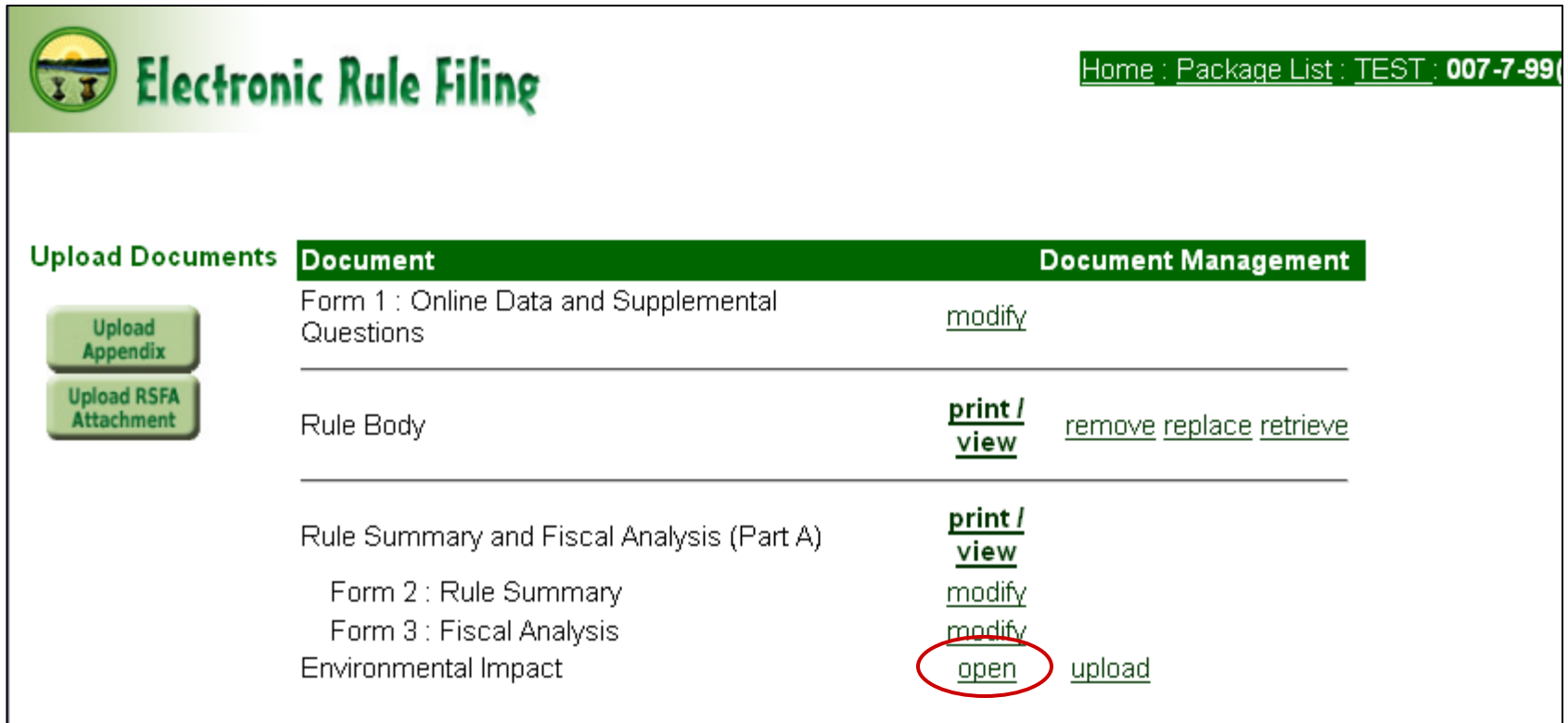
6. Does this rule have a fiscal effect on school districts, counties, townships, or municipal corporations? (Note : If you indicate Yes, an RSFA Part B is required.)
 Yes No
7. Does this rule deal with environmental protection or contain a component dealing with environmental protection as defined in R.C. 121.39? (Note: If you indicate Yes, an Environmental Impact is required.)
 Yes No

Rule Supplemental Information

8. Prior Effective Date(s) :
Note : Dates should be entered as a text string - e.g. 8/5/1994 (Emer.), 8/8/94, 4/1/97.
9. Does this rule have a replacement line? Yes No
If Yes, please list the rule number(s) this rule is replacing all or part of. (Please separate by commas)

... the ERAF (Environmental Impact) form will appear in the list of forms and documents that will be required for this rule filing.

To begin filling out the online ERAF, select open.



The screenshot shows the 'Electronic Rule Filing' web application. At the top left is a logo with a sun and water, and the text 'Electronic Rule Filing'. At the top right is a navigation bar with 'Home : Package List : TEST : 007-7-99'. Below the header, there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area is a table with two columns: 'Document' and 'Document Management'. The table lists several documents, including 'Form 1 : Online Data and Supplemental Questions', 'Rule Body', 'Rule Summary and Fiscal Analysis (Part A)', 'Form 2 : Rule Summary', 'Form 3 : Fiscal Analysis', and 'Environmental Impact'. The 'open' link for the 'Environmental Impact' document is circled in red.

Document	Document Management
Form 1 : Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Form 2 : Rule Summary	modify
Form 3 : Fiscal Analysis	modify
Environmental Impact	open upload

When the new ERAF form opens, the four questions that comprise the form are displayed.

Home : [Package List](#) : [TEST](#) : [007-7-99\(Amend\)](#): EI Form

[logout](#)

Environmental Impact (ERAF)

These questions must be completed before the rule can be filed.

Organizations Consulted

A. Were organizations that represent political subdivisions, environmental interests, business interests, and other persons affected by the proposed rule or amendment consulted ?

Yes No

If Yes, please list each contact. If No, please explain why affected organizations were not contacted:

+ -

Use scrollbar, page down, or arrows to view the entire form

Documentation Considered

B. Was documentation that is relevant to the need for, the environmental benefits or consequences of, other benefits of, and the technological feasibility of the proposed rule or amendment considered ?

Yes No

If Yes, please list the information provided and attach a copy of each piece of documentation to this form (A Summary or index

**General information about filling out the
new online ERAF form:**

Text can be copied and pasted into text fields from another document.

Tables and graphics are not permitted.

As long as the rule is in a pending state (OF pending, RV pending, RF pending), the form can be opened, saved, and reopened for editing.

When the form is saved, the system will alert you if required questions have been left unanswered.

If you wish to skip a question you may save the form with a question left unanswered. However, all required questions must be answered before the form can be filed.

Questions A and B require both a Yes / No and a text answer. For the text answer, text can be typed in, or pasted in from another source using copy & paste.

[logout](#)

Environmental Impact (ERAF)

These questions must be completed before the rule can be filed.

Organizations Consulted

A. Were organizations that represent political subdivisions, environmental interests, business interests, and other persons affected by the proposed rule or amendment consulted ?

Yes No

If Yes, please list each contact. If No, please explain why affected organizations were not contacted:

+ **-**

[type here to enter text]

Documentation Considered

B. Was documentation that is relevant to the need for, the environmental benefits or consequences of, other benefits of, and the technological feasibility of the proposed rule or amendment considered ?

Yes No

If Yes, please list the information provided and attach a copy of each piece of documentation to this form (A Summary or index may be attached in Lieu of the actual documentation.) If No, please explain why information was not provided.

+ **=**

[type here to enter text]

Each text box on the form can be made larger or smaller using the **+** **-** icons. In the example below, **+** was selected several times so all text pasted in for question A could be viewed.

Environmental Impact (ERAF)

These questions must be completed before the rule can be filed.

Organizations Consulted

A. Were organizations that represent political subdivisions, environmental interests, business interests, and other persons affected by the proposed rule or amendment consulted ?

Yes No

If Yes, please list each contact. If No, please explain why affected organizations were not contacted:

+ **-**

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Proin condimentum ullamcorper ullamcorper. Fusce ac sem vel massa eleifend pretium. Nunc ullamcorper, dui vitae malesuada volutpat, sem ligula ornare dolor, at tempor nibh dolor condimentum neque. Ut vitae nisi nulla, suscipit fringilla lectus.

Question C consists of three parts:
Two Yes / No questions and a text box.

Federal Environmental Law

1 C. Is the proposed rule or rule amendment being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal environmental law or to participate in a federal environmental program ?

Yes No

2 Is the proposed rule or rule amendment more stringent than its federal counterpart ?

Yes No

3 What is the rationale for not incorporating the federal counterpart ?

+ -

If both Yes / No questions are answered “Yes,” then an answer must be entered into the text box before the form can be filed.

Federal Environmental Law

C. Is the proposed rule or rule amendment being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal environmental law or to participate in a federal environmental program ?

Yes No

Is the proposed rule or rule amendment more stringent than its federal counterpart ?

Yes No

What is the rationale for not incorporating the federal counterpart ?

+ -

[a text answer must be provided here before the form can be filed]

If the second part of question C is answered “No” (or if both questions are answered “No”), then the text box will become “Not Applicable” and no text answer is needed.

Federal Environmental Law

C. Is the proposed rule or rule amendment being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal environmental law or to participate in a federal environmental program ?

Yes No

Is the proposed rule or rule amendment more stringent than its federal counterpart ?

Yes No

What is the rationale for not incorporating the federal counterpart ?

+ **-**

Not Applicable

Question D has both a Yes / No question and a text box.

If D is answered “No” (as shown below) the text answer is not required and “Not Applicable” will appear.

If D is answered “Yes” then the text box must have an answer supplied before the form can be filed.

State Statute

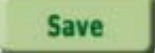
D. If this is a rule amendment that is being adopted under a state statute that establishes standards with which the amendment is to comply, is the proposed rule amendment more stringent than the rule that it is proposing to amend ?

Yes No

Please Explain:

+ -



Not Applicable

When all required questions are answered, selecting  immediately saves all answers on the form and returns to the rule Document screen.



D. If this is a rule amendment that is being adopted under a state statute that establishes standards with which the amendment is to comply, is the proposed rule amendment more stringent than the rule that it is proposing to amend ?


Yes No

Please Explain:



 

Not Applicable


 **Electronic Rule Filing** Home : Package

Upload Documents

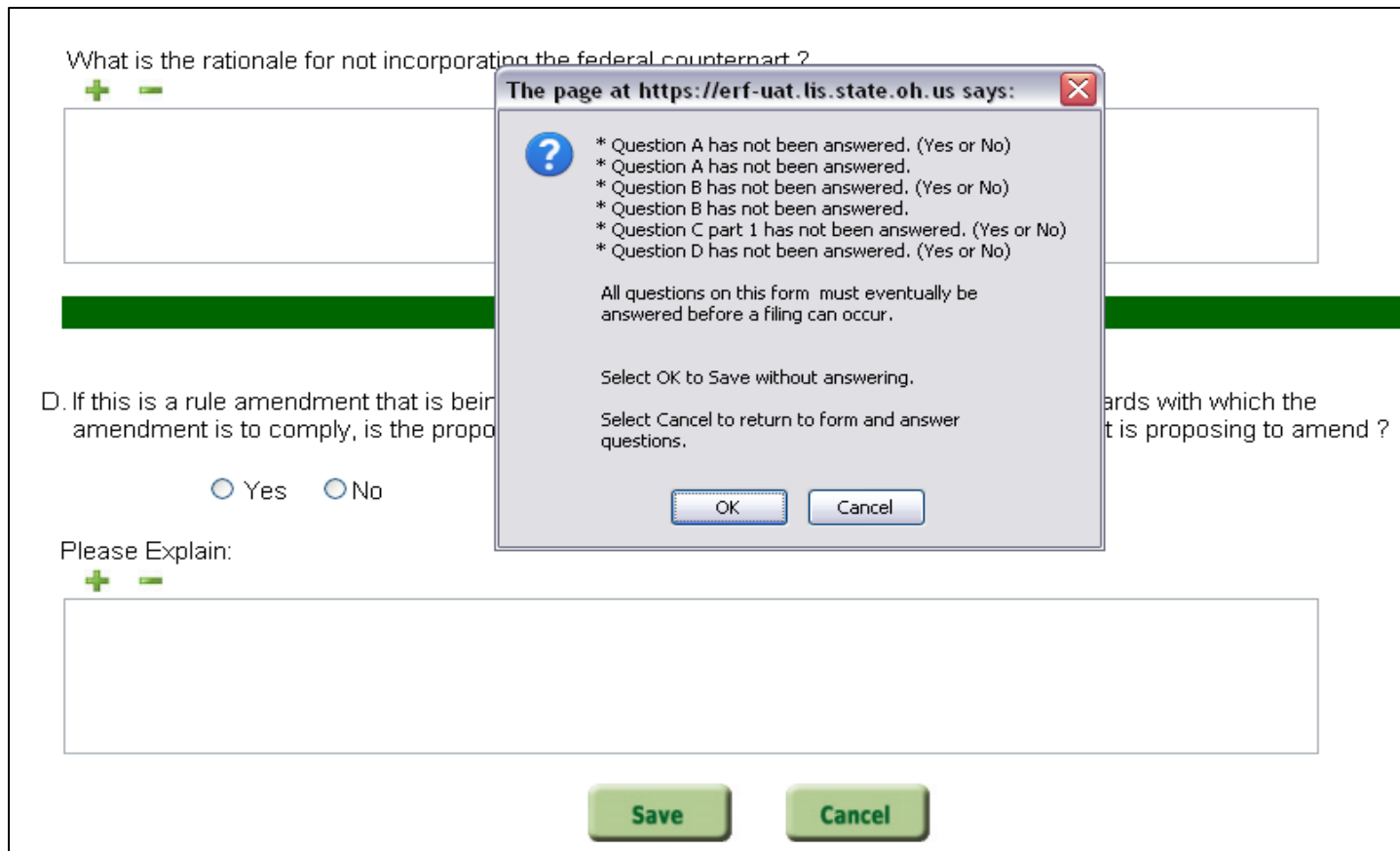
 

Document	Document Management
Form 1 : Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Form 2 : Rule Summary	modify
Form 3 : Fiscal Analysis	modify
Environmental Impact	print / view modify

[Help - Which form has which question?](#)

If all required questions are NOT answered, selecting  will generate a message that lists all of the questions that must be answered before the rule can be filed.

The message also states: “All questions on this form must eventually be answered before a filing can occur. Select OK to Save without answering. Select Cancel to return to form and answer questions.”



The screenshot shows a web form with a modal error message. The form has a question: "What is the rationale for not incorporating the federal counterpart?" with a text input field and expand/collapse icons (+ and -). Below this is a question: "D. If this is a rule amendment that is being proposed, is the proposed amendment to comply with the provisions of the rule?" with radio buttons for "Yes" and "No". Below that is a "Please Explain:" section with a text input field and expand/collapse icons (+ and -). At the bottom of the form are "Save" and "Cancel" buttons. A modal dialog box is open in the center, titled "The page at https://erf-uat.lis.state.oh.us says:". The dialog contains a list of five items, each starting with an asterisk and a question number: "* Question A has not been answered. (Yes or No)", "* Question A has not been answered.", "* Question B has not been answered. (Yes or No)", "* Question B has not been answered.", and "* Question C part 1 has not been answered. (Yes or No)". Below the list, the dialog states: "All questions on this form must eventually be answered before a filing can occur." and "Select OK to Save without answering." and "Select Cancel to return to form and answer questions." At the bottom of the dialog are "OK" and "Cancel" buttons.

If is selected, the form is saved “as is,” closes, and the rule document screen appears. If is selected, the form remains open for editing.

What is the rationale for not incorporating the federal counterpart ?

+ -

D. If this is a rule amendment that is being proposed, in which direction with which the amendment is to comply, is the proposed amendment to comply with the proposed rule?

Yes No

Please Explain:

+ -

The page at <https://erf-uat.lis.state.oh.us> says:

- * Question A has not been answered. (Yes or No)
- * Question A has not been answered.
- * Question B has not been answered. (Yes or No)
- * Question B has not been answered.
- * Question C part 1 has not been answered. (Yes or No)
- * Question D has not been answered. (Yes or No)

All questions on this form must eventually be answered before a filing can occur.

Select OK to Save without answering.



Select Cancel to return to form and answer questions.


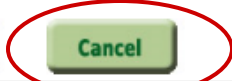
If  is selected.....

D. If this is a rule amendment that is being adopted under a state statute that establishes standards with which the amendment is to comply, is the proposed rule amendment more stringent than the rule that it is proposing to amend ?

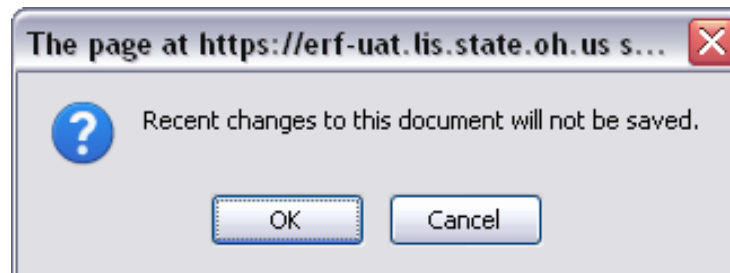
Yes No

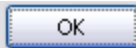
Please Explain:

... the following message appears:



If  is selected, then any questions you have answered or any text entered or edited since the form was opened will **NOT BE SAVED**.


If  is selected, the form will remain open and editing can continue.

After the ERAF has been saved, it can be viewed as a PDF by selecting the print / view link.

If you wish to open the form again to either view or make changes to your answers, select the modify link.

Document	Document Management
Form 1 : Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Form 2 : Rule Summary	modify
Form 3 : Fiscal Analysis	modify
Environmental Impact	print / view modify

All required questions on the form must be answered and the form must be viewed as a PDF (print / view) before an ERAF online form can be filed. When the red File button is selected, the Package Status page will appear with the status of each document in the package.



Electronic Rule Filing

[Home](#) : [Packages List](#) : [teststst](#) : **Package Status**


rule number	rule body	RSFA (a)	fiscal analysis (b)	environmental impact	attachment	appendix	Inc. by Ref.	PHN	119 Em. Justification	Add'l Comm
007-7-05 (Amend)	✓	✓		!	0	0	0			
007-7-06 (Amend)	✓	✓		✗	0	0	0			
007-7-07 (New)	✓	✓		✓	0	0	0			

Explanation of Symbols :

Indicators other than those for RSFA (a) have the following meanings:

- ✗ - item is missing an element(s) that is required for filing
- ! - document has uploaded but has not yet been viewed (each document must be viewed prior to filing)
- ✓ - document is ready for filing

For the online ERAF, **X** means a required question was left unanswered, **!** means the form was completed but not viewed as a PDF, and **✓** means the form has been completed, viewed, and is ready to file.



Electronic Rule Filing

[Home](#) : [Packages List](#) : [teststst](#) : **Package Status**

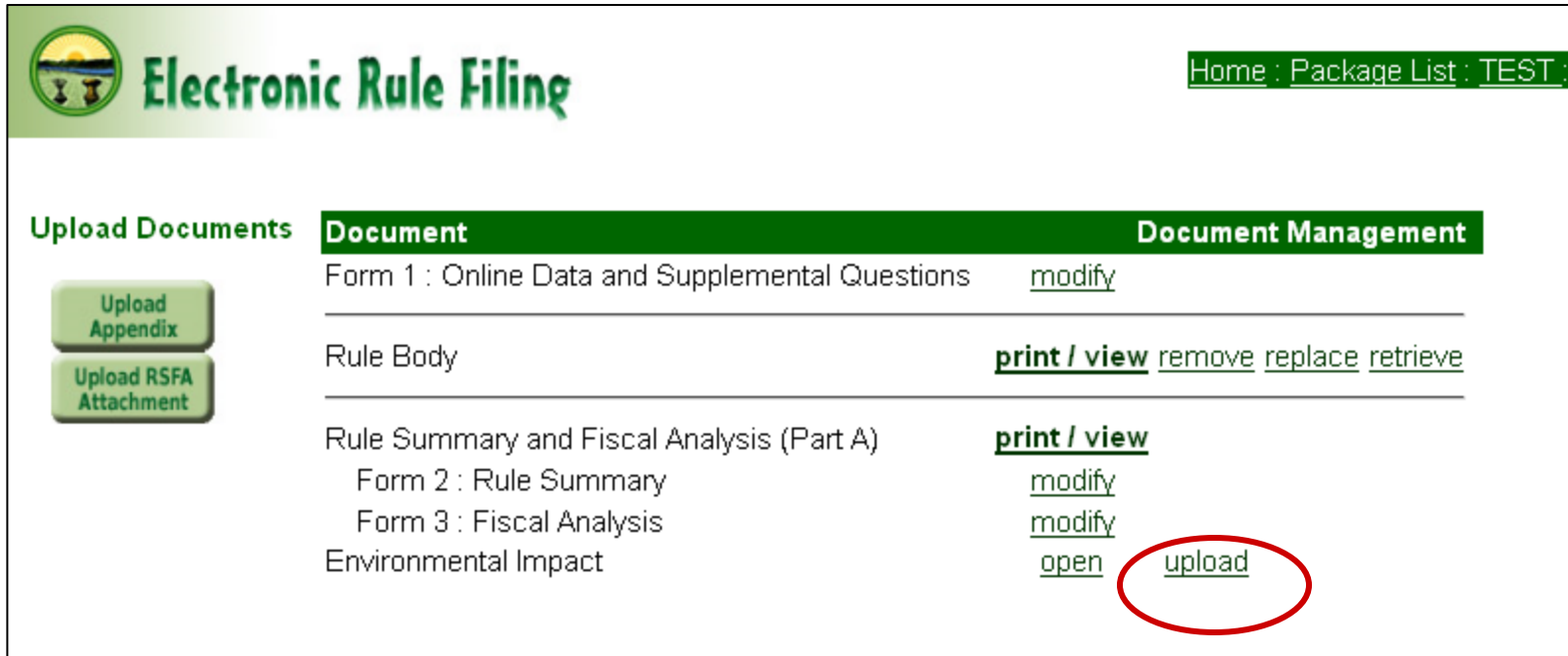
rule number	rule body	RSFA (a)	fiscal analysis (b)	environmental impact	attachment	appendix	Inc. by Ref.	PHN	119 Em. Justification	Add'l Comm
007-7-05 (Amend)	✓	✓		!	0	0	0			
007-7-06 (Amend)	✓	✓		X	0	0	0			
007-7-07 (New)	✓	✓		✓	0	0	0			

Explanation of Symbols :

Indicators other than those for RSFA (a) have the following meanings:

- X - item is missing an element(s) that is required for filing
- ! - document has uploaded but has not yet been viewed (each document must be viewed prior to filing)
- ✓ - document is ready for filing

The new online form ERAF functionality will also accommodate the upload of a RAS 2.0-created ERAF .xml file.



The screenshot shows the 'Electronic Rule Filing' web application. At the top left is a logo with a sun and water, and the text 'Electronic Rule Filing'. At the top right is a navigation bar with links: 'Home', 'Package List', and 'TEST'. Below the navigation bar, on the left, are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area is a table with two columns: 'Document' and 'Document Management'. The table lists several documents and their management options. The 'upload' link for 'Environmental Impact' is circled in red.

Document	Document Management
Form 1 : Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Form 2 : Rule Summary	modify
Form 3 : Fiscal Analysis	modify
Environmental Impact	open upload

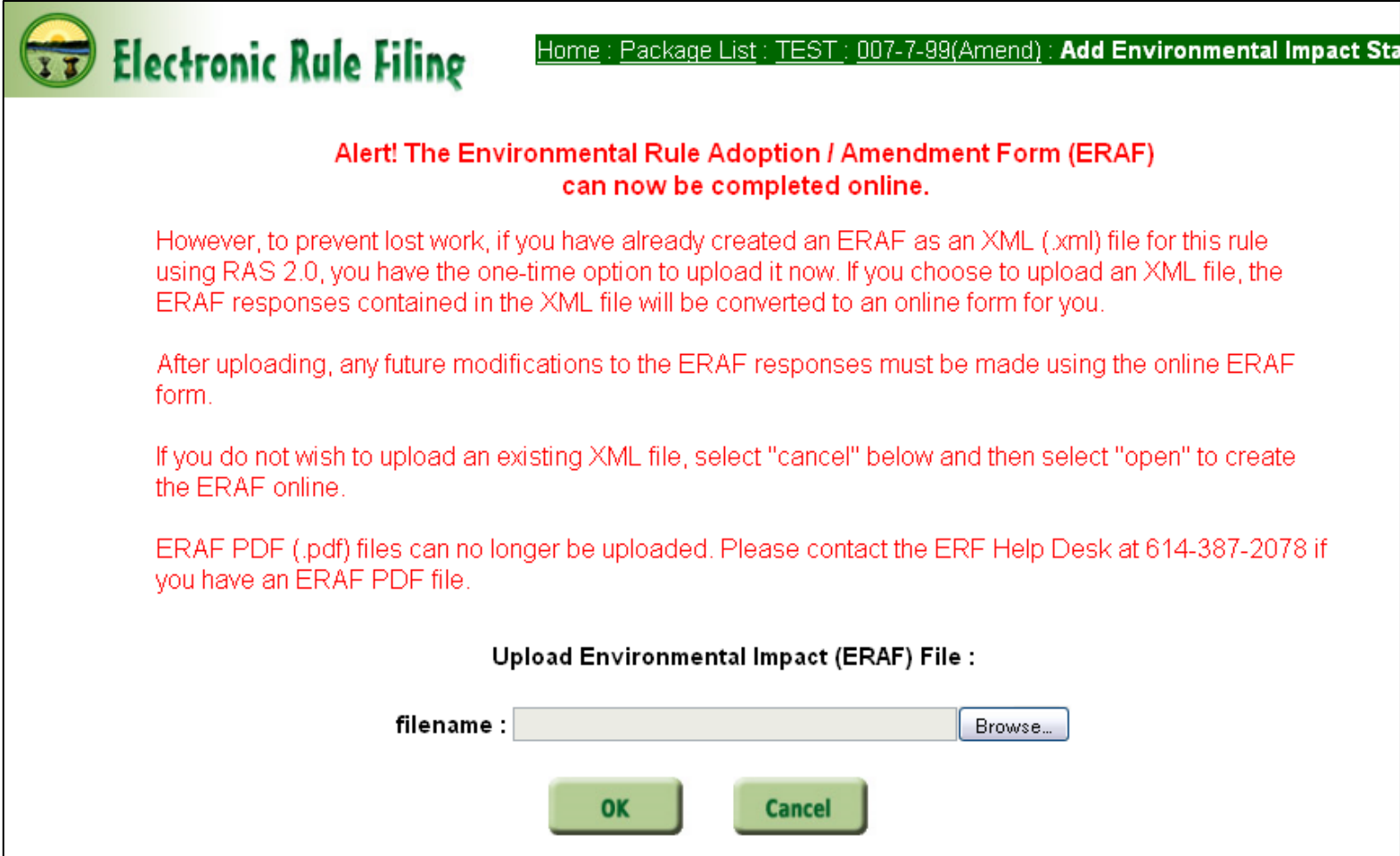
General information about uploading an existing RAS 2.0 ERAF form:

When a RAS 2.0 ERAF document is uploaded, it can be viewed as a PDF (print / view) and filed. The document does not need to be opened or modified before filing.

Uploading the RAS 2.0 form is a one time only option. If you wish to make changes to the ERAF after the form is uploaded, you will need to open the form using the “modify” link. The answers from the uploaded RAS 2.0 form will appear in the online form and can be edited.

If, after viewing the PDF (print / view) version, any content of the form appears to be incorrect, contact the ERF Help Desk.

When “upload” is selected for the ERAF, the following message appears:



The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the logo, and at the top right is a breadcrumb trail: 'Home : Package List : TEST : 007-7-99(Amend) : Add Environmental Impact Sta'. The main content area features a red alert message: 'Alert! The Environmental Rule Adoption / Amendment Form (ERAF) can now be completed online.' Below this, three paragraphs of red text provide instructions: 1) 'However, to prevent lost work, if you have already created an ERAF as an XML (.xml) file for this rule using RAS 2.0, you have the one-time option to upload it now. If you choose to upload an XML file, the ERAF responses contained in the XML file will be converted to an online form for you.' 2) 'After uploading, any future modifications to the ERAF responses must be made using the online ERAF form.' 3) 'If you do not wish to upload an existing XML file, select "cancel" below and then select "open" to create the ERAF online.' A fourth paragraph states: 'ERAF PDF (.pdf) files can no longer be uploaded. Please contact the ERF Help Desk at 614-387-2078 if you have an ERAF PDF file.' Below the text is a form titled 'Upload Environmental Impact (ERAF) File :'. It contains a 'filename :' label, a text input field, and a 'Browse...' button. At the bottom of the form are two green buttons labeled 'OK' and 'Cancel'.

Select “Browse” to locate the directory that contains your RAS 2.0 ERAF .xml form.

The “File Upload” box will appear. Locate and select the RAS 2.0 .xml file you wish to upload and select Open, OK. As always, any document being uploaded to ERAF must have the correct rule number and be the correct document type.

The screenshot displays the 'Electronic Rule Filing' application window. The title bar shows the path: Home : Package List : TEST : 007-7-99(Amend) : Add Environmental Impact Sta. A 'File Upload' dialog box is open, showing the 'My Documents' folder. The file list includes folders such as '007-7-03_Amend', '007-7-04_Amend', '007-7-05_Amend', '007-7-06_Amend', '007-7-80_Amend', '007-7-81_Amend', '007-7-82_Amend', '007-7-83_Amend', 'Copy of Rescind 7-7-40', 'New 7-7-42', 'New 7-7-43', 'New 7-7-44', and 'Rescind 7-7-42'. The 'Open' button is highlighted with a red arrow. Below the dialog box, the 'Upload Environmental Impact (ERAF) File' form is visible, with a 'filename' field and 'Browse...', 'OK', and 'Cancel' buttons. A red arrow points to the 'OK' button.

However, to use RAS 2.0 ERAF response form.

After upload form.

If you do not have the ERAF or ERAF PDF you have an


this rule file, the

the ERAF

to create

387-2078 if

When the upload is complete, the ERAF form can be viewed as a PDF (print / view) and is ready to be filed.



Electronic Rule Filing

[Home](#) : [Package List](#)


Upload Documents

Upload Appendix

Upload RSFA Attachment

Document	Document Management
Form 1 : Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Form 2 : Rule Summary	modify
Form 3 : Fiscal Analysis	modify
Environmental Impact	print / view modify

For an uploaded RAS 2.0 ERAF form, the status page symbols mean the following: **X** means a RAS 2.0 .xml form was not successfully uploaded, **!** means the form was uploaded but was not viewed as a PDF, and **✓** means the form was uploaded, viewed, and is ready to file.



Electronic Rule Filing

[Home](#) : [Packages List](#) : [teststst](#) : **Package Status**

rule number	rule body	RSFA (a)	fiscal analysis (b)	environmental impact	attachment	appendix	Inc. by Ref.	PHN	119 Em. Justification	Add'l Comm
007-7-05 (Amend)	✓	✓		!	0	0	0			
007-7-06 (Amend)	✓	✓		X	0	0	0			
007-7-07 (New)	✓	✓		✓	0	0	0			

Explanation of Symbols :

Indicators other than those for RSFA (a) have the following meanings:

- X - item is missing an element(s) that is required for filing
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