

"Response to Comments" FAQs

Compiled by the Office of the Secretary of the State

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1. WHAT IS A "RESPONSE TO COMMENTS" DOCUMENT (RTC)?

A "response to comments" document (RTC) contains statements describing and responding to any written and verbal comments received concerning proposed regulation during its public comment period, including comments received during any public hearings. Some agencies may call the RTC document a "response to comments," "summary of comments and agency response" or "summary of public comments." Some agencies incorporate the RTC into a public hearing officer's report. The eRegulations System website refers to a response to comments document as a "comments response summary document."

2. IS THERE A RESPONSE TO COMMENTS (RTC) FORM?

Agencies self-draft a response to comments document. There is no form or standard format used to write an RTC, but there *are* statutory content requirements. (See Question #3 below.)

3. WHAT INFORMATION DOES AN RTC INCLUDE?

An RTC must contain the information required by CGS Sec. 4-168(e), and any information required by an agency-specific statute. Some agencies voluntarily include additional information. A list is provided below of the Sec. 4-168(e) content requirements and some of the information frequently added to an RTC.

(a) Required Content

CGS Secs. 4-168(e)(2) and 4-168(e)(3) require an RTC to include the following:

- (1) A statement of the principal reasons in support of the proposed regulation,
- (2) A statement of the principal considerations offered in opposition to the proposed regulation as urged in written or oral comments received, and
- (3) A statement of the agency's reasons for rejecting such considerations.

(b) Frequently Included Content

Some items commonly-added¹ to an RTC include the following:

- (1) A statement that the agency has *accepted* a comment or comments submitted in opposition to the proposed regulation, with or without the agency's reasons for doing so;

¹ This characterization is based on an informal review of recent RTCs shown on the docket of the Legislative Regulation Review Committee.

- (2) Notes of revisions made to the proposed regulation as a result of a comment or comments submitted in opposition;
- (3) Discussion of the principal considerations offered in **support** of the proposed regulation.

(c) Frequently Excluded Content

Response to comments documents do not usually include the full text of every written comment received. Verbatim excerpts from written comments appear to be more commonly used.

4. WHERE CAN I VIEW SOME RTC EXAMPLES?

You can view examples of response to comments documents by selecting the agency acronym hyperlinks listed below. These examples may provide some formatting ideas for other agencies.

More examples are posted on the webpage of the [Legislative Regulation Review Committee](#) (LRRC) under the link for [Regulations by Year](#). Select the regulation's docket number hyperlink to review the "Summary of Public Comments" document submitted to LRRC with the regulation, if any.

- (a) Hearing Officer's Report and Response to Comments ([DEEP](#))
- (b) Memo to the Legislative Regulation Review Committee Summarizing Testimony ([DCP](#))
- (c) Memo to Commenters - No Comments Received in Opposition ([DSS](#))
- (d) RTC Arranged by Commenter Name ([DAS](#))
- (e) RTC Formatted without Commenter Names ([CHRO](#))
- (f) Table Listing Comments and Responses ([DPH](#))
- (g) RTC Arranged by Section Number with Excerpts from Comments ([DSS](#))
- (h) RTC Arranged by Section Number with Full Text of Written Comments ([DECD](#))

5. WHAT DO I DO WITH A COMPLETED RTC?

Agencies must post their completed response to comments documents on the eRegulations System website. (See CGS Sec. 4-168(e).)

Some agencies also send a copy of the RTC to everyone who submitted a comment on the proposed regulation.

When the proposed regulation is submitted to the Attorney General and the Legislative Regulation Review Committee for their review, the eRegulations System will automatically add a copy of the RTC to the submission.