

FORM OF ORDER AND TRANSMITTAL BY AGENCY HAVING SINGLE HEAD

State of Washington

ENVIRONMENTAL HEARINGS OFFICE

(agency name)

Administrative Order No. 79-1

(1) I, Nat W. Washington, Chief Executive Officer of the Environmental Hearings Office

do promulgate and adopt at Olympia, Washington (place)

the annexed rules relating to:

- a) Administrative Procedure Act, 34.04 RCW
b) Open Public Meetings Act, 42.30 RCW
c) Disclosure of Public Records, 42.17 RCW
d) State Environmental Policy Act, 43.21C RCW
Exemption from State Environmental Policy Act, chapter 198-09 Rules, Disclosure of Public Records, chapter 198-12.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 79-09-137 filed with the code reviser on September 5, 1979. Such rules shall take effect:

- [X] pursuant to RCW 34.04.040(2).
[] at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

I, Nat W. Washington, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04. (1977 c 19 § 2) that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" (fill in statement (a), (b), or (c) as appropriate):

[ ] (a) This rule is promulgated pursuant to RCW 34.04.940, 42.17.250, 42.30.070 and 43.21C.120 and is intended to administratively implement that statute.

[ ] (b) This rule is promulgated pursuant to RCW which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

[ ] (c) This rule is promulgated under the general rule-making authority of the

(agency)

as authorized in RCW

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this agency is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED November 6 19 79 FILED

NOV 16 1979

By Nat W Washington CHIEF EXECUTIVE OFFICER

Title

[Form CR-7: Effective 12/1/77]

CODE REVISER'S OFFICE WSR 79-12-025

ENVIRONMENTAL HEARINGS OFFICE  
Number One South Sound Center  
Lacey, Washington 98504

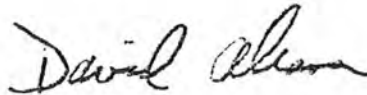
(206) 753-3025

September 4, 1979

STATEMENT OF PURPOSE

Chapters 198-09 and 198-12 WAC

These rules are adopted to comply with the requirements of chapters 42.17, 34.04 and 43.21C RCW.



David Akana  
Chief Executive Officer

## Chapter 198-09 WAC

## STATEMENT OF EXEMPTION FROM STATE ENVIRONMENTAL POLICY ACT

NEW SECTION

WAC 198-09-010 STATEMENT OF EXEMPTION. The environmental hearings office has reviewed its authorized activities and found them all to be exempt under the provisions of WAC 197-10-170(7). This section is adopted for compliance with the State Environmental Policy Act, chapter 43.21C RCW.

## Chapter 198-12 WAC

## DISCLOSURE OF PUBLIC RECORDS--PUBLIC MEETINGS

NEW SECTION

WAC 198-12-010 PURPOSE. The purpose of this chapter shall be to insure compliance by the environmental hearings office with the provisions of chapter 42.17 RCW, Disclosure-Campaign-Finances-Lobbying-Records (chapter 42.17 RCW), and in particular RCW 42.17.250 through 42.17.320, dealing with public records; chapters 34.04 and 42.30 RCW.

NEW SECTION

WAC 198-12-020 DEFINITIONS. The following definitions shall apply:

(1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sound, or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums and other documents.

(3) The environmental hearings office, created by chapter 47, Laws of 1979 1st ex. sess., shall hereinafter be referred to as the "hearings office." Where appropriate, the term "hearings office" also refers to the staff and employees of the environmental hearings office.

NEW SECTION

WAC 198-12-030 ORGANIZATION, OPERATION AND PUBLIC MEETING. (1) Organization. The hearings office is created for the purpose of consolidating administratively the pollution control hearings board, the forest practices appeals board and the shorelines hearings board into one agency of state government with minimum disturbance to these boards. Membership powers, functions and duties of the pollution control hearings board, the forest practices appeals board and the shorelines hearings board shall be as provided by law.

(2) Operation. The chairman of the pollution control hearings board is the chief executive officer of the hearings office.

(3) Public meeting. There is no regular meeting of the hearings office.

NEW SECTION

WAC 198-12-040 PUBLIC RECORDS AVAILABLE. All public records of the hearings office as defined in WAC 198-12-020(1) are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and other laws.

NEW SECTION

WAC 198-12-050 PUBLIC RECORDS OFFICER. The public records officer for the hearings office shall be the administrator, who shall be responsible for the following: The implementation of the hearings office rules regarding release of public records, and assurance of compliance with the public records disclosure requirements of chapter 42.17 RCW.

NEW SECTION

WAC 198-12-060 OFFICE HOURS. Public records shall be available for inspection and copying during the customary office hours of the hearings office. For the purpose of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

NEW SECTION

WAC 198-12-070 REQUEST FOR PUBLIC RECORDS. In accordance with the requirements of chapter 42.17 RCW, which states that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the hearings office which shall be available at its principal office in Lacey. The form shall be presented to the public records officer, or a designated substitute if the public records officer is not available. The request shall include the following information:

(a) The name and address of the person requesting the record and the organization represented;

(b) The time of day and calendar day on which the request was made;

(c) A description of the material requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or a staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

NEW SECTION

WAC 198-12-080 COPYING. No fee shall be charged for the inspection of public records. For printed, typed and written materials, maximum size 8-1/2 inches by 14 inches, and other writings as defined in WAC 198-12-020(2) the hearings office shall charge a reasonable fee for providing copies of public records and for use of the hearings office's copy equipment, payable at the time copies are furnished. This charge is the amount necessary to reimburse the hearings office for its actual costs incident to such copying.

NEW SECTION

WAC 198-12-090 EXEMPTIONS. (1) The hearings office reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 198-12-070 is exempt under the provisions of RCW 42.17.310. Exemptions shall include, but are not limited to the following:

(a) Pursuant to RCW 42.17.260, the hearings office reserves the right to delete identifying details when it makes available or publishes any public record, in all cases when there is reason to believe the disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer will justify such deletion in writing.

(b) All public records otherwise exempt by law shall be considered exempt under the provisions of these rules.

(2) All denials of request for public records will be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the records and a brief explanation of how the exemption applies to the records withheld.

NEW SECTION

WAC 198-12-100 REVIEW OF DENIALS OF PUBLIC RECORDS REQUEST. (1) Any person who objects to the denial of the request for public records may petition for prompt review of such decision by submitting a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Following receipt of a written request for review of a decision denying a public record, the public records officer or other authorized staff member denying the request shall refer it to the chief executive officer of the hearings office. The chairman or his designee shall immediately consider the matter and either affirm or reverse such denial. The request shall be returned with the final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the request has been returned with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

NEW SECTION

WAC 198-12-110 PROTECTION OF PUBLIC RECORDS. In order to properly protect the public records in the custody of the hearings office, the following guidelines shall be adhered to by any person inspecting such public records:

- (1) No public records shall be removed from the office;
- (2) Inspection of any public records shall be conducted in the presence of a designated employee;
- (3) No public records may be marked or defaced in any manner during inspection;
- (4) Public records which are maintained in the file jacket, or in a chronological order, may not be dismantled except for purposes of copying and then only by a designated employee;
- (5) Access to file cabinets, shelves, vaults, etc., is restricted to the hearings office personnel.

NEW SECTION

WAC 198-12-120 RECORDS INDEX. (1) The hearings office has available to all persons a current index which provides identifying information as to the boards' final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases.

(2) The current index promulgated by the hearings office shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

NEW SECTION

WAC 198-12-130 COMMUNICATION WITH THE HEARINGS OFFICE. All communications with the hearings office regarding the administration or the enforcement of chapter 42.17 RCW, and these rules, requests for decisions by the hearings office and other matters, shall be addressed as follows: The Environmental Hearings Office, c/o Administrator, #1 South Sound Center, Lacey, Washington, 98504.

NEW SECTION

WAC 198-12-140 ADOPTION OF FORM. The hearings office hereby prescribes for use by all persons requesting inspection and/or copying or copies of its records, the form set out below, entitled "Request for Public Records."

We have received your request for copies of our public records. Please complete the form on the right and return it with the amount required. We will forward the requested copies to you as soon as we receive this form.

Thank you.

Return to:

The Environmental Hearings Office  
#1 South Sound Center  
Lacey, Washington 98504

THE ENVIRONMENTAL HEARINGS OFFICE

REQUEST FOR PUBLIC RECORDS

Date ..... Time .....

Name .....

Address .....

.....

Description of Records (see index):

.....

.....

.....

I certify that the information obtained through this request for public records will not be used for commercial purposes.

.....  
Signature

Number of copies .....

Number of pages .....

Per page charge \$.....

Total charge \$.....