

**WAC 374-20-030 Description of organization.** (1) The agency's mailing address is:

Pollution Liability Insurance Agency  
State of Washington  
P.O. Box 40930  
Olympia, Washington 98504-0930

The agency's office is located at:  
500 Columbia St. N.W.  
Olympia, WA 98501

(2) The principal administrative and appointing officer of the agency is the director. The director may designate other officers or employees of the agency to act on his or her behalf in the director's absence in which so doing would enhance the efficiency of the agency's operations.

(3) The agency implements and administers the pollution liability insurance programs established by chapters 70A.325, 70A.330, and 70A.345 RCW.

(4) Any person wishing to request access to public records of the agency, or seeking assistance in making such a request, should contact the public records officer of the pollution liability insurance agency using one of the following contact methods by mail:

PLIA Public Records Officer  
P.O. Box 40930  
Olympia, WA 98504-0930  
Phone: 800-822-3905  
Email: [pliamail@plia.wa.gov](mailto:pliamail@plia.wa.gov).

A request form is available on the agency's website at [www.plia.wa.gov](http://www.plia.wa.gov).

(5) The public records officer will oversee compliance with the Public Records Act, chapter 42.56 RCW. The agency will provide the fullest assistance to requestors; create and maintain an index to public records of the agency for use by the public and agency officials; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the agency.

[Statutory Authority: RCW 70A.01.010 and 70A.01.020. WSR 22-01-069, § 374-20-030, filed 12/9/21, effective 1/9/22. Statutory Authority: Chapter 42.56 RCW. WSR 20-02-005, § 374-20-030, filed 12/18/19, effective 1/18/20. Statutory Authority: RCW 42.17.250. WSR 90-14-019 (Order 90-4), § 374-20-030, filed 6/27/90, effective 7/28/90.]