

**WAC 296-96-00905 Primary point of contact.** (1) Duties of the primary point of contact are as follows:

(a) Enrolling in the department of labor and industries elevator program distribution email system via website;

(b) Ensuring the primary point of contact information is updated and correct. This ensures you may be reached during regular working hours regarding:

(i) Actions of the company and/or mechanics;

(ii) Company licensing renewal; and

(iii) Unpaid invoices prior to relicensing.

(c) Staying informed and up to date on RCW, WAC, codes, policies, and technical clarifications adopted and used by the state. This includes WAC 296-96-01010 Installation and alteration permit fees and their methods of calculation;

(d) Attending virtually or in person elevator safety advisory committee meetings held once each quarter.

(i) If the primary point of contact is not able to attend, they shall assign an alternate in their place. The alternate shall adhere to the same communication standards in (e) of this subsection.

(ii) If the primary point of contact or their alternate is not present at more than two of any four sequential elevator safety advisory committee meetings, the contractor will have 90 days to apply for new primary point of contact.

(iii) If multiple licenses are held by the same company, only one primary point of contact of that company is required to attend.

(e) Disseminating information to impacted employees of contractor received from:

(i) Elevator safety advisory committee meetings; and

(ii) Communications received via department of labor and industries elevator program distribution email system.

(f) Signing and certifying the Temporary Mechanic License form as the company representative.

(2) If the elevator program finds one or more of these requirements are not being fulfilled, the program may ask the contractor to start the process for a new primary point of contact.

[Statutory Authority: RCW 70.87.030. WSR 23-17-141, § 296-96-00905, filed 8/22/23, effective 10/2/23.]