

**Title 478 WAC**  
**UNIVERSITY OF WASHINGTON**

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**Chapter 478-116 WAC**

**PARKING AND TRAFFIC REGULATIONS OF THE  
UNIVERSITY OF WASHINGTON**

**WAC**

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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS  
CHAPTER**

- 478-116-576** Impoundment defined. [Order 76-3, § 478-116-576, filed 10/6/76.] Repealed by 78-07-019 (Order 78-3), filed 6/15/78. Statutory Authority: RCW 28B.10.560.
- 478-116-578** Vehicle defined. [Order 76-3, § 478-116-578, filed 10/6/76.] Repealed by 78-07-019 (Order 78-3), filed 6/15/78. Statutory Authority: RCW 28B.10.560.

**WAC 478-116-010 Preamble.** Pursuant to the authority granted by RCW 28B.10.560 and 28B.20.130, the Board of Regents of the University of Washington establishes the following regulations to govern parking

and traffic on campus. [Statutory Authority: RCW 28B.10.560, 78-07-019 (Order 78-3), § 478-116-010, filed 6/15/78; Order 75-2, § 478-116-010, filed 6/4/75.]

**WAC 478-116-020 Objectives of parking and traffic regulations.** (1) The objectives of these regulations are:

- (a) To protect and control traffic.
- (b) To assure access at all times for emergency equipment.
- (c) To minimize traffic disturbance during class hours.
- (d) To facilitate the work of the University by assuring access to its vehicles and by assigning the limited parking space for the most efficient use.

(2) Permission to park or operate a vehicle or bicycle upon state lands governed by these regulations is a privilege granted by the Board of Regents of the University of Washington, and does not ensure regular availability of a parking space under the conditions stated in WAC 478-116-020 and 478-116-180 and elsewhere in these regulations. [Statutory Authority: RCW 28B.10.560, 78-07-019 (Order 78-3), § 478-116-020, filed 6/15/78; Order 75-2, § 478-116-020, filed 6/4/75.]

**WAC 478-116-050 Revisions of these regulations.** The Board of Regents or its lawful delegate reserves the right to revise these regulations including the fee, fine and penalty schedules, in accordance with its regulations and applicable laws. [Statutory Authority: RCW 28B.10.560, 78-07-019 (Order 78-3), § 478-116-050, filed 6/15/78; Order 75-2, § 478-116-050, filed 6/4/75.]

**WAC 478-116-055 Definitions.** (1) **BICYCLE.** The term "bicycle" as used in this chapter shall include any device as the same is defined in chapter 46.04 RCW or hereafter amended.

(2) **CAMPUS.** The term "campus" shall mean the state lands devoted mainly to the education, housing, or research activities of the University of Washington.

(3) **IMPOUNDMENT.** "Impoundment" means removal of the vehicle to a storage facility either by an officer or authorized agent of the University of Washington Police Department.

(4) **PEDESTRIAN.** The term "pedestrian" used in this chapter shall include any person afoot, as defined in chapter 46.04 RCW.

(5) **SKATEBOARD.** The term "skateboard" shall mean any oblong board of whatever composition, with a pair of small wheels at each end, which device may be ridden by a person.

(6) **TRAFFIC.** The term "traffic" as used in this chapter shall include pedestrians and vehicular and non-vehicular modes of transportation, as the same are defined in chapter 46.04 RCW as now or hereafter amended.

(7) **VEHICULAR MODES OF TRANSPORTATION AND/OR VEHICLES** shall mean those devices defined as "vehicles" in chapter 46.04 RCW as now or hereafter amended.

(8) **NONVEHICULAR MODES OF TRANSPORTATION** shall mean non-pedestrian transportation devices other than vehicles (as defined herein) and shall include, but not be limited to, bicycles and skateboards. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-055, filed 6/15/78.]

**WAC 478-116-060 Permits required for vehicles on campus.** (1) Except as provided in WAC 478-116-090 and 478-116-160 of these regulations, no person shall drive any vehicle, nor shall any person stop, park, or leave any vehicle, whether attended or unattended, upon the campus of the University of Washington without a valid permit issued by the manager of the parking division pursuant to the authority granted by the Board of Regents.

(2) Permission to drive on campus or to park thereon shall be shown by display of a valid permit. Possession of a gate key card does not, in itself, constitute permission to park in a designated parking area.

(3) A valid permit is:

(a) An unexpired vehicle permit and area designator properly registered and displayed in accordance with instructions.

(b) A temporary permit authorized by the parking division and displayed in accordance with instruction on the permit.

(c) A parking permit issued by a gate attendant, which permit shall be displayed on the vehicle in accordance with instructions.

(4) A gate key card is a plastic card which actuates the gates controlling certain parking areas, and is issued by the parking division.

(5) Parking permits, credit cards, ticket books, and key cards are not transferable, except as provided in WAC 478-116-280 and 478-116-360.

(6) The university reserves the right to refuse the issuance of a parking permit. [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-060, filed 8/2/79; Order 75-2, § 478-116-060, filed 6/4/75.]

**WAC 478-116-070 Parking of motorcycles and scooters.** (1) For the purposes of these regulations, motorcycles, motorized bicycles and scooters are considered to be vehicles and are subject to all traffic and parking rules and regulations controlling other vehicles.

(2) Motorcycles, motorized bicycles and scooters must be parked in designated cycle areas only.

(3) Motorcycles, motorized bicycles and scooters are not permitted on paths, sidewalks, in buildings, or in pedestrian areas. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-070, filed 6/15/78; Order 75-2, § 478-116-070, filed 6/4/75.]

**WAC 478-116-080 Bicycle parking and traffic regulations.** (1) The primary aim of the bicycle control program is safety, and this aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. All bicycle owners

are encouraged to register their bicycles at the University Police Department.

(2) Bicycles shall be parked in racks. At no time shall a bicycle be parked in a building, near a building exit, on a path or sidewalk, in planted areas nor chained or otherwise secured to trees, lamp standards or sign posts. Except for racks adjacent to the residence halls, bicycle racks in campus areas are for parking and shall not be used for overnight storage.

(3) Bicycles may be ridden any place where vehicles are permitted. They may be ridden on sidewalks, though pedestrians always have the right-of-way. Bicycles shall not be ridden on paths or streets where signs indicate such is prohibited. An audible signal shall be used by bicycle operators to warn pedestrians of oncoming bicycles.

(4) Moving a bicycle into any unauthorized area is prohibited.

(5) Impounding for Illegal Parking.

(a) Bicycles parked in violation of WAC 478-116-080(2) will be subject to seizure and impounding by the University.

(b) Impounded bicycles will be stored at the University Police Department. Bicycles will be released at specified times and upon presentation of proof of ownership and payment of a \$3.00 fine. Owners of impounded bicycles, if identifiable, will be notified as soon as reasonably possible after impoundment and must reclaim the bicycle within seven days. Bicycles unclaimed after seven days will be released to the sole custody and control of the Seattle Police Department. The University and its officers, employees and agents shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and storage. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-080, filed 6/15/78; Order 75-2, § 478-116-080, filed 6/4/75.]

**WAC 478-116-085 Use of nonvehicular modes of transportation.** (1) Nonvehicular modes of transportation may be ridden on sidewalks, although pedestrians always have the right-of-way.

(2) Nonvehicular modes of transportation shall not be ridden on paths where signs indicate such use is prohibited.

(3) Nonvehicular modes of transportation shall be subject to the requirement that operators of such nonvehicular modes of transportation use an audible signal to warn pedestrians.

(4) Nonvehicular modes of transportation shall not be ridden or driven through or within designated walk zones during class change hours. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-085, filed 6/15/78.]

**WAC 478-116-090 Tourists and visitors--Exemption from permit requirements.** The Manager of the Parking Division may allow tourists and visitors without permits to drive through the campus without parking, but he or she may require them to wait at the entrances to the campus during times when traffic congestion is

above normal, such as at the time of class changes. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-090, filed 6/15/78; Order 75-2, § 478-116-090, filed 6/4/75.]

**WAC 478-116-095 Authorized use of streets and parking facilities.** Only vehicles and bicycles, as defined and regulated in Title 46 RCW and as defined herein, may be operated on campus streets or within designated parking facilities. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-095, filed 6/15/78.]

**WAC 478-116-100 Speed.** No vehicles or bicycles shall be operated on the campus at a speed in excess of 20 miles per hour or such lower speed as is reasonable and prudent in the circumstances. Nonvehicular modes of transportation, other than bicycles, shall be operated at such lower speed as is reasonable and prudent in the circumstance. This section will be enforced in accordance with WAC 478-116-430 of these regulations. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-100, filed 6/15/78; Order 75-2, § 478-116-100, filed 6/4/75.]

**WAC 478-116-110 Regulatory signs and directions.** Drivers of vehicles shall obey regulatory signs which are posted by the university consistent with the Parking and Traffic Regulations of the University of Washington. Pedestrians and operators of vehicular and nonvehicular modes of transportation shall comply with directions issued by University Police Officers in the enforcement of these regulations and in the general control and regulation of traffic. Drivers of vehicles shall also comply with directions issued by members of the Parking Division in the assignment and use of parking space and in the collection of parking fees. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-110, filed 6/15/78; Order 75-2, § 478-116-110, filed 6/4/75.]

**WAC 478-116-120 Pedestrians--Right-of-way.** (1) The operator of a vehicular or nonvehicular mode of transportation shall yield the right-of-way, slowing down or stopping, if need be, to yield the right-of-way to any pedestrian crossing any street or roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicular or nonvehicular mode of transportation is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicular or nonvehicular mode of transportation which is so close that it is impossible for the operator to yield.

(2) Whenever any vehicular or nonvehicular mode of transportation is stopped at any unmarked crosswalk at an intersection or at a marked crosswalk to permit a pedestrian to cross the roadway, the operator of any other vehicular or nonvehicular mode of transportation approaching from the rear shall not overtake and pass such

stopped vehicular or nonvehicular mode of transportation.

(3) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicular or nonvehicular modes of transportation upon the street or roadway.

(4) Pedestrians on a street or roadway where a sidewalk is provided shall proceed upon such sidewalk. Pedestrians upon a street or roadway where no sidewalk is provided shall proceed on the extreme left-hand side of the roadway and upon meeting an oncoming vehicular or nonvehicular mode of transportation shall step to their left and clear of the street or roadway.

(5) Notwithstanding the foregoing provisions of this section, every operator of a vehicular or nonvehicular mode of transportation shall exercise due care to avoid colliding with any pedestrian. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-120, filed 6/15/78; Order 75-2, § 478-116-120, filed 6/4/75.]

**WAC 478-116-230 Priorities.** (1) The parking space available on the campus shall be allocated by the manager of the parking division among applicants for permits in such manner as will best obtain the objectives of these regulations. In making such allocation of parking spaces, the manager of the parking division shall consult with and receive the advice of the Transportation Advisory Committee appointed by the president of the university to represent the interests of the faculty, the staff personnel and the student body.

(2) Unless in his or her opinion the objectives of these regulations would otherwise be better served, the manager of the parking division shall observe the following priorities in the issuance of permits to applicants, with the first-listed priority being highest and the last-listed priority being lowest:

(a) Physically handicapped faculty members, staff personnel and students. Such faculty and staff must obtain a certificate from a physician and such students must obtain a disability parking request from Hall Health Center indicating that special parking assignment is essential in order for them to perform their assigned duties or to attend classes;

(b) Deans, senior executive and administrative officers, and department chairpersons and directors;

(c) Full Professors, Associate Professors, and three or more person carpools;

(d) Assistant Professors, Instructors, Research Associates and Lecturers, Librarians with academic status, and two person carpools;

(e) Full-time personnel who regularly and frequently require their vehicle to facilitate their work. Procedures for such issuance will be determined by the manager of the parking division;

(f) Other full-time personnel;

(g) Teaching and research assistants; two or more person teaching and research assistants carpools;

(h) Students whose extracurricular activities require regular and frequent use of vehicles. Procedures for such

issuance will be coordinated between the vice president for student affairs and the manager of the parking division;

- (i) Part-time academic and part-time staff personnel;
- (j) All other university students.

(3) When recommended by the appropriate vice president or dean or his or her designee, parking spaces may be redistributed among personnel within a department or administrative unit.

(4) Assignment of parking space to residence hall students will be made in accordance with priorities and procedures developed by the director of housing and food services and approved by the manager of the parking division. [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-230, filed 8/2/79; Order 75-2, § 478-116-230, filed 6/4/75.]

**WAC 478-116-290 Temporary and replacement permits.** (1) Any permit holder may obtain without charge a temporary permit at the parking division office for an unregistered vehicle when necessary due to non-availability of his or her registered vehicle.

(2) Any permit holder may obtain at a charge of one dollar a replacement permit upon completion of a signed certificate as provided in WAC 478-116-600(2) when his or her assigned permit has been lost, stolen or destroyed.

(3) Any permit holder may obtain at a charge of one dollar a replacement permit upon delivery of the scrapings of his or her assigned permit when his or her vehicle has been sold. Without the scrapings a replacement fee of two dollars will be charged as provided in WAC 478-116-600(2). [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-290, filed 8/2/79; Order 75-2, § 478-116-290, filed 6/4/75.]

**WAC 478-116-340 Display of permits.** The single vehicle permit issued by the manager of the parking division shall be displayed affixed to the center bottom of the windshield of the vehicle. The transferable vehicle permit shall be displayed in the plastic pocket which shall be affixed to the center bottom of the windshield of the vehicle. The area designator (numeral, letter or combination) will be affixed to the vehicle permit. Motorcycle and scooter permits shall be prominently displayed on the front or left side of the vehicle. Permits and area designators not displayed in accordance with the provisions of this section are not valid and vehicles displaying them improperly are subject to citation. Expired permits must be removed before affixing current permit. [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-340, filed 8/2/79; Order 75-2, § 478-116-340, filed 6/4/75.]

**WAC 478-116-355 Overtime parking violations--Repeated.** Each subsequent period of time lapsing following affixation to a vehicle of a notice of overtime parking shall constitute a further violation of section WAC 478-116-110 and/or 478-116-350. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-355, filed 6/15/78.]

**WAC 478-116-360 Carpool permits.** Two or more people constitute a valid carpool. Faculty, staff personnel and students may be issued one transferable permit for each carpool. This permit is transferable only among the registered vehicles of the carpool and is not valid on any other vehicle. The manager of the parking division is authorized to set aside carpool spaces in designated parking areas and to develop appropriate procedures to insure against abuse of carpool privileges. [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-360, filed 8/2/79; Order 75-2, § 478-116-360, filed 6/4/75.]

**WAC 478-116-450 Election to forfeit or contest.**

(1) The summons or parking violation notice issued pursuant to WAC 478-116-440 shall advise the alleged violator that he or she may elect either to pay and forfeit the fine applicable to the violation(s) charged or to contest the matter(s) in the university parking court.

(2) If the alleged violator chooses to forfeit the fine(s) he or she may do so by mail, forwarding the appropriate amount by check or money order or bringing such amount in cash to the university parking violations division. Such forfeiture shall constitute a waiver of the right to a hearing.

(3) If the alleged violator chooses to contest, he or she may do so by contacting the parking violations division and requesting a date to appear in court. Such request may be made by telephone, mail or in person.

(4) If an alleged violator has received one or more parking violation notice(s) amounting to \$12.00 or more and has neither paid the fines nor requested a court date, the parking violations division shall send a notice of election to forfeit or contest to the alleged violator not less than seven business days following service of the unanswered summons or parking violations notice. This notice shall direct the individual to either (a) pay the fine in the amount specified or, (b) request an appearance before the university parking court. Such action must be taken within ten business days of the date the notice of election to forfeit or contest was posted. Failure to comply with either (a) or (b) within the specified time limit will result in a default judgment, and the university parking judge may impose such penalty or fines appropriate under the schedule of fines established pursuant to WAC 478-116-520.

(5) Failure of an alleged violator to appear in the university parking court on the date set or to apply for a continuance of the hearing date or to pay and forfeit fines prior to the hearing date shall, unless lawful excuse is established before the university parking court, constitute a plea of guilty to the complaint or information and such penalty or fine may be imposed by the parking judge as is appropriate under the schedule of fines established pursuant to WAC 478-116-520. [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-450, filed 8/2/79; 78-07-019 (Order 78-3), § 478-116-450, filed 6/15/78; Order 75-2, § 478-116-450, filed 6/4/75.]

**WAC 478-116-520 Fines and penalties.** (1) The fines or penalties which may be assessed for violations of these regulations are those detailed in WAC 478-116-601.

(2) Fines.

(a) Persons cited for violation of these regulations may respond either by arranging for a university parking court date or by paying and forfeiting a fine within seven days of service of the citation in accordance with WAC 478-116-450. Forfeitures submitted by mail must be postmarked within seven days of the date of issue of the citation in order to avoid additional penalties.

(b) An additional fine of \$5.00 per offense shall be assessed for each parking citation which is not responded to within the seven day limit provided in WAC 478-116-520(2)(a).

(c) The manager of the parking division shall cause these regulations or a reasonable summary thereof to be:

(i) Published in the University of Washington DAILY at least twice each calendar year.

(ii) Prominently displayed in the offices of the university parking violations division, the university police department, and the parking division.

(d) The fine schedule shall be printed on the parking violation notices served on alleged violators.

(3) In any case where an alleged violator within a period of three months or less has a combined total of five or more violations with respect to which he/she has either forfeited the fine or been convicted of the violation, the parking judge may, in addition to whatever fines are appropriate under the applicable fine schedule, impose the following sanctions:

(a) Suspension of permit parking privileges on campus for a specified time;

(b) Direct a report of the offense to be forwarded to the appropriate dean or administrative officer. [Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-520, filed 8/2/79; 78-07-019 (Order 78-3), § 478-116-520, filed 6/15/78; Order 75-2, § 478-116-520, filed 6/4/75.]

**WAC 478-116-576 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-116-578 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-116-582 Impoundment for failure to pay fines.** Any vehicle may be impounded for outstanding fines when, after 14 days after judgment of the University Parking Court imposing liability for fines, the owner has neither paid such fines nor requested a hearing before the [University Parking] Court to contest the judgment. [In] no case shall failure to comply with a judgment of the Parking Court constitute grounds for impoundment unless notice is sent to the registered owner or alleged violator prior to the hearing informing him of the violations with which he/she was charged and of his/her right to elect between paying the fine prior to the date set for hearing before the parking court or appearing on that date to contest such fines. Such notice

shall clearly indicate that failure to respond by either payment of the fines or appearance in court will result in a judgment against the owner and that failure to comply with an order of the parking court will subject the vehicle to impoundment if it is found parked on university lands. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-582, filed 6/15/78; Order 76-3, § 478-116-582, filed 10/6/76.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 478-116-584 Impoundment without prior notice.** A vehicle may be impounded without reasonable attempt having been made to notify the owner of the possibility of this action only in the following circumstances:

(a) When in the judgment of a University Police Officer the vehicle is obstructing or may impede the flow of traffic, or

(b) When in the judgment of a University Police Officer the vehicle poses an immediate threat to public safety, or

(c) When a University Police Officer has probable cause to believe the vehicle is stolen, or

(d) When a University Police Officer has probable cause to believe that the vehicle constitutes evidence of a crime or contains evidence of a crime, and in his judgment impoundment is necessary to obtain or preserve such evidence.

(e) When a driver is arrested and/or deprived of the right to leave with his/her vehicle, and the University Police are responsible for the "safekeeping" of the vehicle. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-584, filed 6/15/78; Order 76-3, § 478-116-584, filed 10/6/76.]

**WAC 478-116-588 Notice and redemption of impounded vehicles.** (1) Not more than 48 hours after impoundment of any vehicle, the University of Washington Police Department shall mail a notice to the registered owner of the vehicle, as may be disclosed by the vehicle license number, if such be obtainable, and to any other person who claims the right to possession of the vehicle, if such a claim is known to an officer, agent or employee of the University of Washington Police Department who has knowledge of the impoundment. The notice shall be mailed to the registered owner at the address provided by the Washington State Department of Motor Vehicles or the corresponding agency of any other state or province. If a Police Officer who has knowledge of the impoundment has reason to believe that an owner, or one who claims to be an owner, is residing or in custody at some different address which is known to the officer, a copy of the notice shall be mailed or personally delivered to such owner or claimant in a manner designed, as nearly as may be practicable, to give actual notice to him or her. The notice shall contain the full particulars of the impoundment, redemption, an opportunity for [a] hearing to contest the propriety of the impoundment as hereinafter provided.

Similar notice shall be given to each person who seeks to redeem an impounded vehicle. If a vehicle is redeemed prior to the mailing of notice, the notice need not be mailed.

(2) Vehicles impounded shall be redeemed only under the following circumstances:

(a) Only the registered owner or person authorized by the registered owner and who produces proof of authorization and signs a receipt therefor, may redeem an impounded vehicle.

(b) Any person so redeeming a vehicle impounded shall pay the cost of such impoundment (towing and storage), together with such fines as [are outstanding against the vehicle if impoundment was made pursuant to] WAC 478-116-582 prior to redemption, except as provided in subsection (c) of this regulation.

(c) Any person seeking to redeem a vehicle impounded under [WAC 478-116-582,] WAC 478-116-584 or 478-116-586 has a right to a hearing to contest the validity of impoundment or the amount of towing and storage charges and shall have his or her vehicle released upon making a written request for a hearing to the University Parking Court[,] paying any outstanding fines, and executing a promissory note, naming the University of Washington as payee, in an amount to include both the costs of towing and storage and a civil penalty of fifty dollars which promissory note shall immediately become due and owing in the event such person either:

- (i) Fails to appear at the requested hearing, or
- (ii) fails to pay by 7:00 p.m. the next business day following the hearing any towing and storage charges for which such person may be found liable.

(A) In addition to any other penalty which may be imposed as a result of actions described in subsections (i) or (ii), campus parking privileges shall be suspended until all such debts are paid.

(B) The promissory note shall be automatically cancelled and discharged when a person either:

(i) Pays the towing and storage charges and cancels his or her request for a hearing, or

(ii) Pays the towing and storage charges by 7:00 p.m. the next business day after having been found liable therefore at the hearing provided for in this section. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-588, filed 6/15/78; Order 76-3, § 478-116-588, filed 10/6/76.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 478-116-600 Fees.** (1) For purposes of this section the following lots are in:

- (a) Zone A -
  - (i) **Central Campus:** C1, C3, C6, C7, C8, C9, C10, C12, C13, C14, C15, C16, C17, C18;
  - (ii) **East Campus:** E3, E6, E7, E8;
  - (iii) **North Campus:** N2, N3, N4, N6, N7, N8, N9, N10, N11, N12, N13, N14, N15, N16, N18, N20, N21, N22, N23, N24, N26, N27, N28, N2E;
  - (iv) **South Campus:** S1, S4, S5, S6, S7, S8, S9, S10;

(v) **West Campus:** W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W14, W18, W19, W20, W21, W22, W23, W24, W25, W34, W39, W41, W42.

(b) Zone B -

(i) **East Campus:** E2, E9, E10, E11, E12;

(ii) **North Campus:** N1, N5, N25;

(iii) **South Campus:** S13;

(iv) **West Campus:** W2, W26, W27, W28, W29, W30, W31, W32, W33, W36, W38, W40.

(2) The following schedule of parking fees is hereby established:

	PER	AMOUNT
(a) Type of Permit -		
(i) Annual Permits		
(A) Zone A Permits	Year	\$132.00
(B) Zone B Permits	Year	96.00
(C) Reserved - General	Year	240.00
(D) Reserved - Wheelchair permits	Year	96.00
(E) Motorcycle, Scooter and Mopeds	Year	18.00
(F) Drive-through permits (Full-time Faculty and Staff only)	Year	6.00
(G) 24-hour storage, garages	Year	156.00
(H) Carpool Permits	Year	12.00
(ii) Quarterly Permits:		
(A) Zone A permits	Quarter	33.00
(B) Zone B permits	Quarter	24.00
(C) Reserved - General	Quarter	60.00
(D) Reserved - Wheelchair permits	Quarter	24.00
(E) Drive-through permits (Full-time Faculty and Staff only)	Quarter	2.00
(F) Motorcycle, Scooter and Mopeds	Quarter	5.00
(G) 24-hour storage, garages	Quarter	39.00
(H) Carpool Permits	Quarter	3.00
(iii) Night Permits (4:00 p.m. to 7:30 a.m. and Saturday a.m. only)		
(A) Zone A annual permits	Year	60.00
(B) Zone B annual permits	Year	36.00
(C) Zone A quarterly permits	Quarter	15.00
(D) Zone B quarterly permits	Quarter	9.00
(iv) Conference Permits (Nonuniversity Sponsored)	Day	1.50
	Week	5.00
(v) Academic Year Permits (9 months - 24-hour Storage)		
(A) Zone A	Academic year	99.00
(B) Zone B	Academic year	72.00
(C) 24-hour storage-garages	Academic year	117.00
(b) Hourly Parking Rates for Designated Areas on Main Campus and South Campus (6:45 a.m. to 11:00 p.m. weekdays only) -		
(i) 0-15 minutes	No charge	
(ii) 15 minutes to 30 minutes		\$.50
(iii) to 1 hour		.75
(iv) 1 hour to 2 hours		1.00
(v) 2 hours to 3 hours		1.25
(vi) over 3 hours		1.50
(vii) gate issued	Week	5.00
(b-1) Hourly Parking Rates for Designated Areas on the Periphery of Campus (6:45 a.m. to 11:00 p.m. weekdays only) -		
(i) 0-15 minutes	No charge	
(ii) 15 minutes to 30 minutes		.25
(iii) to 1 hour		.50
(iv) over 1 hour		.75
(c) Evening Parking (4:00 p.m.-12:00 midnight)		
(i) 0-15 minutes	No charge	
(ii) 15-30 minutes		.25
(iii) over 30 minutes		.75
(iv) overnight (to 7:30 a.m.)		1.00

	PER	AMOUNT	Offense	Maximum Fine
(d) Special Permits -				
(i) Short term (24-hour)	Week	4.00	(3) 03 Failure to Lock Ignition	3.00
	Month	14.00	WAC 478-116-200	
(ii) Short term (not including 24-hour storage)	Week	3.00	(4) 04 Failure to Set Brakes	5.00
	Month	12.00	WAC 478-116-200	
(iii) Short-term Motorcycle	Day	.25	(5) 05 Improper Display of Vehicle Permit	2.00
(iv) Ticket Books (persons identified in WAC 478-116-240(6) and 478-116-250(1) only)			WAC 478-116-340	
(A) 5 ticket book - C.I.P. Participants	Book	2.00	(6) 06 Permit Not Registered to this Vehicle	5.00
(B) 10 ticket book - C.I.P. Participants	Book	4.00	WAC 478-116-060	
(C) 25 ticket book - C.I.P. Participants	Book	10.00	(7) 07 Occupying More than One Stall or Space	2.00
(D) 5 ticket book - Dept./Indiv.		2.75	WAC 478-116-140	
(E) 10 ticket book - Dept./Indiv.		5.50	(8) 08 Parking in Restricted Parking Area	5.00
(F) 25 ticket book - Dept./Indiv.		13.75	WAC 478-116-110	
(v) Steno Pool (SP) and Special Services (SS)	Year	132.00	(9) 09 Parking in Prohibited Area	10.00
	Quarter	33.00	WAC 478-116-130	
(e) Mechanically Controlled Parking Areas as Designated (Parking meters, ticket dispensers, automatic gates, etc.)		.10 .75	(10) 10 Parking on Planted Areas	5.00
(f) Athletic Events -			WAC 478-116-130	
(i) Football			(11) 11 Parking Out of Assigned Area	5.00
(A) Automobiles		1.50	WAC 478-116-130	
(B) Motor homes		2.00	(12) 12 Parking Over Posted Time Limit	5.00
(C) Buses		5.00	WAC 478-116-110	
(ii) All other events - Pavilion and Stadium lots			(13) 13 Parking with No Valid Permit Displayed	5.00
(A) When staffed by attendants		1.00	WAC 478-116-060	
(B) When controlled by mechanical equipment (E1-only)		.35	(14) 14 Parking within 10 Feet of Fire Hydrant	10.00
(g) Miscellaneous Fees -			WAC 478-116-130	
(i) Transfer from one area to another by request of individual		2.00	(15) 15 Parking at Expired Meter	5.00
(ii) Gate keycard replacement - not to exceed		5.00	WAC 478-116-350	
(iii) Vehicle Gatekey deposit (Amount of deposit will be set by the Manager of the Parking Division. Deposit will be returned to individual when key is returned to Parking Division.)	Not to exceed	10.00	(16) 16 Parking Outside Cycle Area	5.00
(iv) Permit Replacement			WAC 478-116-070	
(A) With signed certificate of destruction or theft		1.00	(17) 17 Parking in Space/Area Not Designated for Parking	5.00
(B) Without certificate of destruction		2.00	WAC 478-116-130	
(v) Impound Fee		At cost	(18) 18 Parking While Privilege Suspended	25.00
(vi) Carpools - (Daily pay parking in certain designated areas. Two or more persons.)		.10-.50	WAC 478-116-520	

[Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-600, filed 8/2/79. Statutory Authority: RCW 28B.20.130(1). 79-05-053 (Order 79-2), § 478-116-600, filed 4/30/79; Statutory Authority: RCW 28B.10.560. 78-10-024 (Order 78-6), § 478-116-600, filed 9/14/78; 78-07-019 (Order 78-3), § 478-116-600, filed 6/15/78; 78-06-024 (Order 78-2), § 478-116-600, filed 5/17/78; Order 75-2, § 478-116-600, filed 6/4/75.]

**WAC 478-116-601 Fines and penalties.** The following schedule of fines for violations of the rules listed in WAC 478-116-600 is hereby established:

Offense	Maximum Fine
(1) 01 Obstructing Traffic	\$ 10.00
WAC 478-116-190	
(2) 02 Enter/Exit Without Paying	10.00
WAC 478-116-110	

(3) 03 Failure to Lock Ignition	3.00
WAC 478-116-200	
(4) 04 Failure to Set Brakes	5.00
WAC 478-116-200	
(5) 05 Improper Display of Vehicle Permit	2.00
WAC 478-116-340	
(6) 06 Permit Not Registered to this Vehicle	5.00
WAC 478-116-060	
(7) 07 Occupying More than One Stall or Space	2.00
WAC 478-116-140	
(8) 08 Parking in Restricted Parking Area	5.00
WAC 478-116-110	
(9) 09 Parking in Prohibited Area	10.00
WAC 478-116-130	
(10) 10 Parking on Planted Areas	5.00
WAC 478-116-130	
(11) 11 Parking Out of Assigned Area	5.00
WAC 478-116-130	
(12) 12 Parking Over Posted Time Limit	5.00
WAC 478-116-110	
(13) 13 Parking with No Valid Permit Displayed	5.00
WAC 478-116-060	
(14) 14 Parking within 10 Feet of Fire Hydrant	10.00
WAC 478-116-130	
(15) 15 Parking at Expired Meter	5.00
WAC 478-116-350	
(16) 16 Parking Outside Cycle Area	5.00
WAC 478-116-070	
(17) 17 Parking in Space/Area Not Designated for Parking	5.00
WAC 478-116-130	
(18) 18 Parking While Privilege Suspended	25.00
WAC 478-116-520	
(19) 19 Use of Forged/Stolen Vehicle Permit	25.00
WAC 478-116-060 and 478-116-370	
(20) 20 Impound	At Cost
WAC 478-116-580	
(21) 21 Other Violations of the University Parking and Traffic Regulations	25.00
(22) 22 Failure to Transfer a Valid Permit (upon application to the Parking Violations Division the fine may be waived for the first offense in a 12-month period.)	2.00
WAC 478-116-340	



[Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-601, filed 8/2/79.]

**Chapter 478-136 WAC  
USE OF UNIVERSITY OF WASHINGTON  
FACILITIES**

WAC  
478-136-020 Limitations.

**WAC 478-136-020 Limitations.** (1) University facilities may not be used in ways which intentionally and substantially obstruct or disrupt teaching or freedom of movement or other lawful activities on the university campus.

(2) The Constitution of the state of Washington specifically prohibits use of state facilities for religious worship, exercise, or instruction. Other unlawful activities are also prohibited.

(3) University facilities may not be used for private or commercial purposes such as sales, advertising or promotional activities unless such activities serve educational purposes and when sponsored by a university department or agency.

(4) Except as prohibited by RCW 42.17.130 university facilities may be used for the purpose of providing a forum for educational purposes regarding ballot propositions or candidates who have filed for public office providing the forum is sponsored by faculty or staff groups, including informal groups, or registered student organizations, and when the audience is limited to university students, staff, faculty[,] and their families.

(5) Handbills, leaflets, and similar materials which conform to these limitations may be distributed on campus by students, staff, or faculty provided such distribution does not interfere with the free flow of traffic or the educational program of the university. Persons not connected with the university are not authorized to distribute handbills or other materials. [Statutory Authority: RCW 28B.20.130(1). 78-07-017 (Order 78-5), § 478-136-020, filed 6/15/78; Order 73-2, § 478-136-020, filed 1/10/73.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**Chapter 478-140 WAC  
RULES AND REGULATIONS FOR THE  
UNIVERSITY OF WASHINGTON GOVERNING  
DISCLOSURE OF STUDENT RECORDS**

WAC  
478-140-015 Definition of a student.  
478-140-018 Education records—Student's right to inspect.  
478-140-021 Requests and appeal procedures.  
478-140-024 Release of personally-identifiable records.  
478-140-070 Notice of university records policy.

**WAC 478-140-015 Definition of a student.** A student is defined as any person who is or has been officially registered at the University of Washington and

with respect to whom the university maintains education records or personally-identifiable information; except that a person who has applied for admission to, but has never been in attendance at, a component unit of the university (i.e., college, school, or department; undergraduate, graduate, or professional program), even if that person is or has been in attendance at another component unit of the university, is not considered to be a student with respect to the component unit to which an application for admission has been made but to which admittance was denied. [Statutory Authority: RCW 28B.20.130(1). 79-05-025 (Order 79-1), § 478-140-015, filed 4/18/79; Order 75-1, § 478-140-015, filed 3/5/75.]

**WAC 478-140-018 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his education records.

(a) The term "education records" means those records, files, documents and other materials which contain information directly related to a student. Types of education records, and the university officials responsible for those records include:

(i) Official transcripts of courses taken and grades received; records relating to prior educational experience and admission records. The Executive Director of Admissions and Records, located in Schmitz Hall, is the official responsible for the maintenance of such records. In addition, the Graduate Admissions Officer, located in Administration Building, is the official responsible for the maintenance of certain admissions and current education status records for graduate students.

(ii) Tuition and Fee Payment Records. The manager of the Student Accounts Office, Schmitz Hall, is the official responsible for the maintenance of such records.

(iii) Student disciplinary records are the responsibility of the Vice President for Student Affairs, located in Schmitz Hall.

(iv) Individual education records may be maintained by the departments and/or colleges throughout the university. Where such education records are so maintained, the respective chairperson or dean of the department or college is the university official responsible for maintenance of the records.

(b) The term "education records" does not include:

(i) Working papers concerning students that are maintained by faculty and graduate student service appointees, such as informal notes, memory aids or other temporary records of a similar nature which are in the sole possession of the maker thereof and not accessible or revealed to any other person except a substitute. A substitute may be defined as:

(A) A person who is providing instruction in place of the regularly assigned faculty member in a course in which knowledge of the performance of individual students is essential to the provision of instruction, or

(B) A person who is supervising a student's thesis or research progress in place of the regularly assigned faculty member during a prolonged absence.

(ii) If the personnel of the University Police Department do not have access to education records under



WAC 478-140-024(1), the records and documents of the Police Department which

(A) are kept apart from records described in WAC 478-140-018(1)(a),

(B) are maintained solely for law enforcement purposes, and

(C) are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes: *Provided, however,* That records concerning Graduate Student Service Appointments shall not be considered to relate exclusively to a student's capacity as an employee.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his professional or para-professional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(v) Records of an institution which contain only information relating to a person after that person is no longer a student at the university (e.g., information pertaining to the accomplishments of an alumni).

(2)(a) Recommendations, evaluations or comments concerning a student, whether or not provided in confidence, either expressed or implied, as between the author and the recipient, shall nonetheless be made available to the student, except as provided in paragraphs (b), (c) and (d) of this subsection.

(b) The student may specifically release his right to review where the information consists only of confidential recommendations respecting:

(i) Admission to any educational institution, or component part thereof, or

(ii) An application for employment, or

(iii) Receipt of an honor or honorary recognition.

(c) A student's waiver of his or her right of access to confidential statement shall apply only if:

(i) The student is, upon request, notified of the names of all persons making confidential statements concerning him, the dates of such confidential statements and the purpose for which the statements were provided, and

(ii) Such confidential statements are used solely for the purpose for which they were originally intended, and

(iii) Such waivers are not required as a condition for admission to, receipt of financial aid from or receipt of any other services or benefits from the university.

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under WAC 478-140-018(2)(a); provided, however, that upon request the student is notified

of the names of the authors of all such confidential records, the dates appearing on such confidential records and the purpose for which each such confidential record was provided. Such records shall remain confidential and shall be released only with the consent of the author. Such records shall be used by the institution only for the purpose for which they were originally intended.

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to the student.

(4) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by a University of Washington copy center (except in cases where charges have previously been approved by Regental action for certain specified services, such as transcripts and grade sheets).

(5) The registrar is the official custodian of academic records and therefore is the only official who may issue a transcript of the student's official academic record.

(6) Student education records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with WAC 478-140-018 and WAC 478-140-021 be removed or destroyed prior to providing the student access. [Statutory Authority: RCW 28B.20.130(1), 79-05-025 (Order 79-1), § 478-140-018, filed 4/18/79; Order 75-3, § 478-140-018, filed 5/22/75; Order 75-1, § 478-140-018, filed 3/5/75.]

#### **WAC 478-140-021 Requests and appeal procedures.**

(1) A request by a student for review of information should be made in writing to the university individual(s) or office(s) having custody of the particular record.

(2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than forty-five days after the request has been made.

(3)(a) After reviewing his or her records, a student may challenge the content of the records if they are felt to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. In such cases the student should contact the appropriate dean or director responsible for custody of the record.

(b) In cases where a student has been unable to correct or delete such inaccurate, misleading or otherwise inappropriate data, he or she may request a hearing by the University's Student Records Committee. The Student Records Committee will render its decision within a reasonable period of time following the hearing. The decision of the Student Records Committee shall be final.

(i) If, as a result of the hearing, the University Student Records Committee decides that the information the student complained of is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, it shall amend the education records of the student accordingly and shall inform the student in writing of the action taken.

(ii) If, as a result of the hearing, the University Student Records Committee decides that the information the student complained of is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student shall be given the right to place in the education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the University Student Records Committee.

(c) In no case shall any request for review by a student be considered by the University's Student Records Committee which has not been filed with that body in writing within ninety days from the date of the initial request to the custodian of the record.

(d) The Student Records Committee shall not review any matter regarding the appropriateness of official academic grades, in that each school or college within the university provides appropriate review procedures in this area. [Statutory Authority: RCW 28B.20.130(1), 79-05-025 (Order 79-1), § 478-140-021, filed 4/18/79; Order 75-1, § 478-140-021, filed 3/5/75.]

**WAC 478-140-024 Release of personally-identifiable records.** (1) The university shall not permit access to or the release of education records or personally-identifiable information contained therein, other than "directory information," (as defined in section (5) hereof), without the written consent of the student, to any party other than the following:

(a) University staff, faculty, and students when officially appointed to a faculty council or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the university, with the understanding that its use will be strictly limited to the performance of those responsibilities.

(b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally- or state-supported education program or in connection with the enforcement of the federal or state legal requirements which relate to such program. In such cases the information required shall be protected by the federal or state official in a manner which will not permit the personal identification of students and their parents to other than those officials, and such personally-identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.

(c) Agencies or organizations requesting information in connection with a student's application for, or receipt of, financial aid.

(d) Organizations conducting studies for or on behalf of the university for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

(e) Accrediting organizations in order to carry out their accrediting functions.

(f) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith. Any university individual(s) or office(s) receiving a subpoena or judicial order for education records should immediately notify the Attorney General's Division.

(2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:

(a) A specification of the records to be released,

(b) The reasons for such release, and

(c) The names of the parties to whom such records will be released.

(3) In cases where records are made available without student release as permitted by WAC 478-140-024(1)(b), (c), (d), (e) and (f), the university shall maintain a record kept with the education record released, which will indicate the parties which have requested or obtained access to a student's records maintained by the university and which will indicate the legitimate interest of the investigating party. Releases in accordance with WAC 478-140-024(1)(a) need not be recorded. The records of disclosure may be inspected by the student, the university official responsible for the custody of the records, and other authorized parties.

(4) Personally-identifiable education records released to third parties, with or without student consent, shall be accompanied by a written statement indicating that the information cannot be subsequently released in a personally-identifiable form to any other parties without obtaining consent of the student.

(5) The term "directory information" used in WAC 478-140-024(1) is defined as student's name, address, telephone number, date and place of birth, major field of studies, participation in officially-recognized sports activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may request that the university not release directory information by so indicating on their registration form or through written notice to the Registration Department of the Registrar's Office, 225 Schmitz Hall, Window 3, 1400 N.E. Campus Parkway.

(6) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s). [Statutory Authority: RCW 28B.20.130(1), 79-05-025 (Order 79-1), § 478-140-024, filed 4/18/79; Order 75-1, § 478-140-024, filed 3/5/75.]

**WAC 478-140-070 Notice of university records policy.** Each year during Fall Quarter, the university publishes a notice of students' rights under the Family Educational Rights and Privacy Act of 1974, and the

regulations interpreting that act, and the university rules and regulations governing disclosure of student records implementing the act, in the University of Washington Daily Newspaper. Copies of the university rules are printed and available through the Washington Administrative Code located in the reference stations throughout campus. In addition, the University of Washington Bulletin, distributed to all new students upon entrance to the university, contains references to the university rules and regulations governing disclosure of student records. [Statutory Authority: RCW 28B.20.130(1). 79-05-025 (Order 79-1), § 478-140-070, filed 4/18/79.]

### Chapter 478-160 WAC

#### ADMISSION AND REGISTRATION PROCEDURES FOR THE UNIVERSITY OF WASHINGTON

##### WAC

- 478-160-125 Admission to the School of Medicine.  
478-160-130 First-year admission—Application forms.  
478-160-135 Repealed.  
478-160-140 Application for transfer.

##### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 478-160-135 Early Decision Program. [Order 72-5, § 478-160-135, filed 11/6/72.] Repealed by 78-07-018 (Order 78-4), filed 6/15/78. Statutory Authority: RCW 28B.20.130(3).

**WAC 478-160-125 Admission to the School of Medicine.** The University of Washington School of Medicine publishes complete information regarding its policies, procedures, and programs which may be obtained from the Committee on Admissions, Office of the Dean, SC-64, A-320 Health Sciences Building, University of Washington, Seattle, Washington 98195, (206) 543-7212. [Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-125, filed 6/15/78; Order 72-5, § 478-160-125, filed 11/6/72.]

**WAC 478-160-130 First-year admission—Application forms.** The School of Medicine is a participant in the American Medical College Application Service Program (AMCAS). Application forms may be obtained by writing to AMCAS, Suite 301, 1776 Massachusetts N.W., Washington, D.C. 20036. Deadline for filing an application is determined by the University of Washington School of Medicine and can be obtained from the Committee on Admissions, Office of the Dean SC-64, A-320 Health Sciences Building, University of Washington School of Medicine, Seattle, Washington 98195, (206) 543-7212. Applicants are encouraged to file applications twelve months prior to desired date of entry. [Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-130, filed 6/15/78; Order 72-5, § 478-160-130, filed 11/6/72.]

**WAC 478-160-135 Repealed:** See Disposition Table at beginning of this chapter.

**WAC 478-160-140 Application for transfer.** Application[s] for transfer to the School of Medicine may be obtained by writing to the Committee on Admissions, Office of the Dean SC-64, A-320 Health Sciences Building, University of Washington School of Medicine, Seattle, Washington 98195. Deadline for filing an application is determined by the University of Washington School of Medicine and can be obtained from the Committee on Admissions, Office of the Dean SC-64, A-320 Health Sciences Building, University of Washington School of Medicine, Seattle, Washington 98195, (206) 543-7212[.] [Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-140, filed 6/15/78; Order 72-5, § 478-160-140, filed 11/6/72.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

### Chapter 478-168 WAC

#### REGULATIONS FOR THE UNIVERSITY OF WASHINGTON LIBRARIES

##### WAC

- 478-168-160 Loan code for the University of Washington libraries—Purpose.  
478-168-170 Library borrowers.  
478-168-180 Identification card—Conditions of use.  
478-168-190 Disclosure of borrower identity.  
478-168-200 Loan periods.  
478-168-210 Repealed.  
478-168-220 Repealed.  
478-168-230 Repealed.  
478-168-240 Repealed.  
478-168-250 Repealed.  
478-168-260 Repealed.  
478-168-270 Date library material is due.  
478-168-280 Return of library material.  
478-168-290 Holds.  
478-168-294 Recalls.  
478-168-298 Searches.  
478-168-300 Renewal of library material.  
478-168-310 Fines and charges—System-wide applicability.  
478-168-320 Notices and invoices.  
478-168-330 Fines.  
478-168-340 Replacement charges.  
478-168-350 Adjustment replacement charges.  
478-168-360 Binding charges.  
478-168-370 Repealed.  
478-168-380 Appeal of library charges.  
478-168-390 Failure to pay library charges and misuse of library privileges.

##### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 478-168-210 Loan time periods—Main library collection loan time periods. [Order 73-1, § 478-168-210, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
478-168-220 Loan time periods—Undergraduate library collection loan time periods. [Order 73-1, § 478-168-220, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
478-168-230 Loan time periods—Branch library collection loan time periods. [Order 73-1, § 478-168-230, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).

- 478-168-240 Loan time periods—Waiver of loan time periods. [Order 73-1, § 478-168-240, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
- 478-168-250 Loan time periods—Special collections. [Order 73-1, § 478-168-250, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
- 478-168-260 Conditions of use—Borrowing of library material. [Order 73-1, § 478-168-260, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
- 478-168-370 Fines and charges—Book card charges. [Order 73-1, § 478-168-370, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).

**WAC 478-168-160 Loan code for the University of Washington libraries—Purpose.** The board of regents of the university of Washington has established the following regulations which govern the lending of library material from the university of Washington libraries (excluding law library and computing information center).

The board of regents reserves the right to add, delete or modify portions of these rules and regulations, including the fine schedules, in accordance with its regulations and with applicable laws after consultation with library staff and representatives of major user groups. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-160, filed 9/7/79; Order 73-1, § 478-168-160, filed 1/8/73.]

**WAC 478-168-170 Library borrowers.** The following categories of individuals are eligible for library borrowing privileges:

- (1) Campus borrowers:
  - (a) Undergraduate and unclassified students.
  - (b) Graduate and professional students.
  - (c) Graduate students with on-leave graduate status.
  - (d) Continuing education participants.
  - (e) Faculty, consisting of the president, the vice presidents, professors, associate professors, assistant professors, instructors, research associates, and lecturers, whether serving under acting, research, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity; academic staff, and administrative personnel as determined by the office of the provost.
  - (f) Exempt staff.
  - (g) Classified staff.
  - (h) Visiting scholars with official visiting scholar status.
  - (i) Individuals affiliated with the university who do not have official university of Washington identification cards but who have been granted borrowing privileges by the director of libraries.
- (2) Off-campus borrowers who are granted borrowing privileges on a nonfee basis:
  - (a) Spouses of faculty, academic staff and administrative personnel as defined in subdivision (1)(e) of this section.
  - (b) Retired faculty and staff as defined in subdivisions (1)(e), (f), and (g) of this section.

(c) Spouses of retired staff as defined in subdivisions (1)(e), (f), and (g) of this section.

(d) Spouses of visiting scholars.

(e) Faculty and other academic staff of each of the Washington state four year colleges and universities.

(f) Federal and state governmental employees who have need of library materials in an official capacity.

(g) Other individuals accorded borrowing privileges by the director of libraries.

(3) Off-campus individuals who have need for research purposes of material not available from other sources and other individuals accorded borrowing privileges by the director of libraries are granted borrowing privileges for a nonrefundable fee of \$30.00 per year or \$10.00 for three months.

(4) Organizations which have need for research purposes of material not available from other sources will be granted borrowing privileges for a nonrefundable fee of \$30.00 per year for one library card plus \$10.00 per year for each additional card. Each card is issued in the name of a principal borrower who assumes responsibility for return of material and payment of library charges.

(5) Individuals granted privileges through contracts with the university of Washington libraries. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-170, filed 9/7/79; Order 73-1, § 478-168-170, filed 1/8/73.]

**WAC 478-168-180 Identification card—Conditions of use.** (1) Each borrower is responsible for obtaining an official identification card from the appropriate university office or a library borrower's card from the library cashier section, Suzzallo library.

(2) An identification card is authorized for use only by the individual whose name appears on the card.

(3) Official identification must be presented for the completion of each in-person circulation transaction.

(4) Each borrower is responsible for materials checked out on his/her university of Washington identification card or library borrower's card.

(5) After automation each borrower is responsible for keeping the library informed of changes of address.

(6) Each faculty, academic staff, administrative personnel, exempt staff, visiting scholar, and other individuals as authorized by the director of libraries, may designate up to two proxies or couriers for the purpose of picking up materials for his/her use. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-180, filed 9/7/79; Order 73-1, § 478-168-180, filed 1/8/73.]

**WAC 478-168-190 Disclosure of borrower identity.** The name or address of the borrower who has or had an item checked out or who has placed a hold on an item checked out or who has placed a hold on an item will not be disclosed to other borrowers.

In cases where the normal hold and recall procedures do not meet the borrower's need, the library will attempt to expedite return of material. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-

168-190, filed 9/7/79; Order 73-1, § 478-168-190, filed 1/8/73.]

**WAC 478-168-200 Loan periods.** (1) The loan period for all library material is two weeks except as provided for below and except for material designated for use only in the library.

(2) Short loan periods

Unit heads may designate certain material as having a short loan period based on anticipated demand or need for reference or reserve purposes. Such loan periods are of the following:

(a) Hourly (i.e., one hour, two hours, four hours, etc.).

(b) Overnight.

(c) Three days.

(d) One week.

(3) Extended loan periods

Based on the general nature of the collection, unit heads may select one or more of the following options:

(a) A four week loan to any category of borrower.

(b) An end-of-quarter loan or three month loan for any of the following categories of borrowers:

(i) Undergraduate and unclassified students.

(ii) Graduate students, students with on-leave graduate status, and professional students.

(iii) Faculty as defined in WAC 478-168-170(1)(e).

(iv) Exempt staff.

(v) Classified staff.

(vi) Visiting scholars with official visiting scholar status.

(c) An indefinite loan for faculty upon request. Reports of items checked out on indefinite loan are issued at least annually.

(4) Unit heads may designate special conditions of use for some material because of format, subject, rarity, etc. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-200, filed 9/7/79; Order 73-1, § 478-168-200, filed 1/8/73.]

**WAC 478-168-210 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-220 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-230 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-240 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-250 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-260 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-270 Date library material is due.** (1) Material is due on the date and hour specified at the time checked out or as adjusted by recall. If the hour is

not specified, material is due at closing time on the date specified.

(2) Material checked out on indefinite loan becomes due one month from the date of issue of an indefinite loan report if the report is not signed and returned within that time.

(3) Material checked out to a borrower becomes due upon expiration date of the borrower's identification card or upon termination of employment. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-270, filed 9/7/79; Order 73-1, § 478-168-270, filed 1/8/73.]

**WAC 478-168-280 Return of library material.** (1) Reserve material must be returned directly to the unit from which it is borrowed. If it is returned elsewhere, it is considered to be returned at the time it is received at the unit from which it was borrowed. Special material may be designated for return to the unit from which it is borrowed.

(2) All other material is considered returned the date it is returned to any unit in the system.

(3) Material returned to the outside book drop when the unit is closed will be considered returned as of closing time the previous day the library was open. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-280, filed 9/7/79; Order 73-1, § 478-168-280, filed 1/8/73.]

**WAC 478-168-290 Holds.** (1) All borrowers may place holds on nonreserve material which is checked out. A hold may be placed on:

(a) Nonreserve material with a loan period of more than three days.

(b) Reserve material for use when it comes off reserve.

(2) Borrowers may not place a hold on material checked out to themselves.

(3) Library units may place holds on all material.

(4) Material on which a hold has been placed may not be renewed.

(5) A borrower may check out for a maximum of two weeks material on which a second hold exists.

(6) When material on which a hold has been placed is returned, it is held and the requestor is informed of its availability.

(7) Order of priority of holds:

(a) Reserve units.

(b) Campus borrowers (in order by day of hold).

(c) Off-campus borrowers (in order by day of hold).

(d) Interlibrary loan processing units.

(e) Other library units.

(8) The order of priority of holds may be adjusted by the unit head. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-290, filed 9/7/79; Order 73-1, § 478-168-290, filed 1/8/73.]

**WAC 478-168-294 Recalls.** Material on which a hold has been placed will be recalled if the adjusted date due is earlier than the original date due.

(1) For holds placed by reserve units, the adjusted date due is one week from the date checked out or seven days from the date of the hold, whichever is later.

(2) For holds placed by borrowers, the adjusted date due is two weeks from the date checked out or seven days from the date of the hold, whichever is later.

(3) For holds placed by interlibrary loan processing units and other library units material is not recalled automatically. If recalled upon special request, the adjusted date due is the same as for holds placed by borrowers. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-294, filed 9/7/79.]

**WAC 478-168-298 Searches.** All borrowers and library units may place searches for material which cannot be located. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-298, filed 9/7/79.]

**WAC 478-168-300 Renewal of library material.** Extending a loan period without material in hand constitutes a renewal. Extending a loan period with material in hand constitutes initiating a new loan.

(1) Reserve material, regardless of loan period, and nonreserve material with a loan period of less than three days may not be renewed.

(2) Material in the Odegaard undergraduate library may be renewed only once. After one renewal, material must be returned to the shelves before a new loan to the same borrower may be initiated.

(3) All other material may be renewed a maximum of two times unless requested by means of a hold.

(4) Overdue material for which a replacement charge has been assessed may not be renewed.

(5) Telephone renewals are made only if staff time permits. The libraries assume no responsibility for errors resulting from telephone renewals. Borrowers appearing in person will be given priority. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-300, filed 9/7/79; Order 73-1, § 478-168-300, filed 1/8/73.]

**WAC 478-168-310 Fines and charges--System-wide applicability.** All borrowers are subject to a uniform system of fines and charges for late return of library material and for replacement costs when required. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-310, filed 9/7/79; Order 73-1, § 478-168-310, filed 1/8/73.]

**WAC 478-168-320 Notices and invoices.** (1) An overdue notice for nonreserve material will be sent at least one week in advance of the billing date for replacement charges.

(2) All notices and invoices for library charges will be sent via United States first class or campus mail.

(3) Failure to receive a notice or invoice does not exempt the borrower from charges. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-320, filed 9/7/79; Order 73-1, § 478-168-320, filed 1/8/73.]

**WAC 478-168-330 Fines.** For fining purposes, days or hours when the unit is closed are disregarded. Any part of a day or hour is computed as a full day or hour. Invoices will not be issued for fines of less than \$1.50.

(1) Nonreserve material circulating three days or longer:

(a) Fines accrue when:

(i) A hold is placed on an overdue item by a reserve unit or a borrower.

(ii) An item on which a hold has been placed becomes overdue.

(iii) An item becomes thirty days overdue, whether or not a hold has been placed.

(b) Fines accrue at a rate of 30¢ per day. The maximum fine is \$9.00 per item.

(c) Fines accrue from the original date due or the recall date due, whichever is earlier.

(d) An invoice is issued when:

(i) An overdue item on which a hold was placed is returned.

(ii) An item becomes thirty days overdue.

(2) All reserve material and those nonreserve materials which circulate less than three days:

(a) Fines accrue when an item becomes overdue.

(b) Fines accrue at a rate of 25¢ per hour. The maximum fine is \$15.00 per item.

(c) When an overdue item is requested by another borrower and a copy is not available for circulation in that reserve unit, an additional flat fee of \$1.50 will be added to the fine.

(d) An invoice is issued when:

(i) Overdue material is returned.

(ii) The fine reaches the maximum.

(e) During the interim period between quarters, non-reserve fine rates apply to reserve material.

(3) When an exception is made to check out material designated for use only in the library, fines apply according to the loan period which was established for the particular item:

(a) If three days or more, nonreserve fines apply.

(b) If less than three days, reserve fines apply. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-330, filed 9/7/79; Order 73-1, § 478-168-330, filed 1/8/73.]

**WAC 478-168-340 Replacement charges.** (1) A replacement charge is levied when:

(a) Material is reported lost.

(b) Material is returned in irreparably damaged condition and there is reasonable assurance that damage was caused by the most recent borrower.

(c) Material is not returned by the time overdue fines have accrued to the maximum amount or thirty days after the item becomes overdue.

(2) The normal replacement charge for monographs is an average cost of material in a subject area as determined by the head, acquisitions division, at the beginning of each fiscal year. The unit head has the option of charging the actual cost (\$5.00 minimum) or an estimated cost (\$5.00 minimum) determined on an item-by-item basis.

(3) The replacement charge for other types of material (serials and unbound issues, maps, pamphlets, etc.) will be established by the head, acquisitions division, at the beginning of each fiscal year. The cost of binding will automatically be included in the average cost for serial volumes. It will be included in the actual or estimated cost for monographs when applicable. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-340, filed 9/7/79; Order 73-1, § 478-168-340, filed 1/8/73.]

**WAC 478-168-350 Adjustment replacement charges.** (1) The replacement charge is canceled if material is returned or replaced with a copy acceptable to the unit head prior to referral of invoice to the collection agency.

(2) The replacement charge is reduced to the amount of the service fee charged by the collection agency if material is returned or replaced after an invoice is referred to the collection agency.

(3) The replacement charge is not canceled after an invoice is considered uncollectable by the collection agency or after twelve months from the date of the invoice, whichever is earlier.

(4) A refund is issued when the replacement charge which has been paid is canceled or reduced within the time limitations specified in subsections (1), (2), and (3) of this section. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-350, filed 9/7/79; Order 73-1, § 478-168-350, filed 1/8/73.]

**WAC 478-168-360 Binding charges.** (1) The binding charge will be levied when:

(a) Material is returned in need of rebinding and there is reasonable assurance that the damage was caused by the most recent borrower.

(b) The borrower provides a replacement copy which requires binding in order to match the format of the copy being replaced.

(2) The binding charge is established by the head, acquisitions division, at the beginning of each fiscal year. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-360, filed 9/7/79; Order 73-1, § 478-168-360, filed 1/8/73.]

**WAC 478-168-370 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-168-380 Appeal of library charges.** Except for cancellation of replacement charges as defined in WAC 478-168-350(1), (2) and (3), library charges are noncancellable except as determined by the appeal procedure or in cases of library error. Appeal of library charges may be filed by securing an appeal form from the unit which levied the charges and submitting the completed form to the circulation division, Suzzallo library. Appeals are adjudicated by the appeals committee, a committee composed of faculty and students. [Statutory Authority: RCW 28B.20.130(1). 79-10-016

(Order 79-4), § 478-168-380, filed 9/7/79; Order 73-1, § 478-168-380, filed 1/8/73.]

**WAC 478-168-390 Failure to pay library charges and misuse of library privileges.** (1) Failure to pay library charges may result in:

(a) Holds being placed on student records.

(b) Cancellation of registration for students.

(c) Collection processing by the receivables control and collection office.

(d) Revocation of borrowing privileges by the director of libraries.

(e) Any combination thereof.

(2) Misuse of library privileges may result in revocation of borrowing privileges by the director of libraries. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-390, filed 9/7/79; Order 73-1, § 478-168-390, filed 1/8/73.]

### Chapter 478-325 WAC RULES AND REGULATIONS FOR THE UNIVERSITY OF WASHINGTON IMPLEMENTATION OF THE STATE ENVIRONMENTAL POLICY ACT

#### WAC

478-325-025	Adoption by reference.
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478-325-170	Repealed.
478-325-180	Repealed.
478-325-190	Repealed.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

478-325-140	Threshold determination. [Order 76-2, § 478-325-140, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-150	Declarations of nonsignificance. [Order 76-2, § 478-325-150, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-160	Draft environmental impact statements. [Order 76-2, § 478-325-160, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-170	Public awareness, hearings and circulation of draft EIS. [Order 76-2, § 478-325-170, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-180	Preparation, contents and circulation of final EIS. [Order 76-2, § 478-325-180, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.



478-325-190 Use and effects of other EIS's. [Order 76-2, § 478-325-190, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.

**WAC 478-325-025 Adoption by reference.** The university hereby adopts by reference the following sections of the SEPA guidelines, chapter 197-10 of the Washington Administrative Code (WAC).

- 197-10-025 Scope and coverage of this chapter.
- 197-10-040 Definitions.
- 197-10-050 Use of the environmental checklist form.
- 197-10-060 Scope of a proposal and its impacts for the purpose of lead agency determination, threshold determination and EIS preparation.
- 197-10-160 No presumption of significance for non-exemption actions.
- 197-10-170 Categorical exemptions.
- 197-10-190 Use and effect of categorical exemptions.
- 197-10-200 Lead agency—Responsibilities.
- 197-10-203 Determination of lead agency—Procedures.
- 197-10-205 Lead agency designation—Governmental proposals.
- 197-10-210 Lead agency designation—Proposals involving both private and public construction activity.
- 197-10-220 Lead agency designation—Private projects requiring licenses from more than one agency, when one of the agencies is a county/city.
- 197-10-225 Lead agency designation—Private projects requiring licenses from more than one state agency.
- 197-10-240 Agreements as to lead agency status.
- 197-10-245 Agreements between agencies as to division of lead agency duties.
- 197-10-260 Dispute as to lead agency determination—Resolution by CEP.
- 197-10-270 Assumption of lead agency status by another agency with jurisdiction.
- 197-10-300 Threshold determination requirement.
- 197-10-310 Threshold determination procedures—Environmental checklist.
- 197-10-320 Threshold determination procedures—Initial review of environmental checklist.
- 197-10-330 Threshold determination procedures—Information in addition to checklist.
- 197-10-340 Threshold determination procedures—Negative declarations.
- 197-10-345 Assumption of lead agency status by another agency with jurisdiction over a proposal—Prerequisites, effect and form of notice.
- 197-10-350 Affirmative threshold determination.
- 197-10-355 Form of declaration of significance/nonsignificance.
- 197-10-360 Threshold determination criteria—Application of environmental checklist.
- 197-10-365 Environmental checklist.
- 197-10-370 Withdrawal of affirmative threshold determination.
- 197-10-375 Withdrawal of negative threshold determination.
- 197-10-390 Effect of threshold determination of lead agency.

- 197-10-400 Duty to begin preparation of a draft EIS.
- 197-10-405 Purpose and function of a draft EIS.
- 197-10-410 Predraft consultation procedures.
- 197-10-425 Organization and style of a draft EIS.
- 197-10-440 Contents of a draft EIS.
- 197-10-442 Special considerations regarding contents of an EIS on a nonproject action.
- 197-10-444 List of elements of the environment.
- 197-10-455 Circulation of the draft EIS—Review period.
- 197-10-460 Specific agencies to which draft EIS shall be sent.
- 197-10-465 Agencies possessing environmental expertise.
- 197-10-470 Cost to the public for reproduction of environmental documents.
- 197-10-480 Public hearing on a proposal—When required.
- 197-10-485 Notice of public hearing on environmental impact of the proposal.
- 197-10-490 Public hearing on the proposal—Use of environmental documents.
- 197-10-495 Preparation of amended or new draft EIS.
- 197-10-500 Responsibilities of consulted agencies—State agencies with jurisdiction.
- 197-10-510 Responsibilities of consulted agencies—State agencies with jurisdiction.
- 197-10-520 Responsibilities of consulted agencies—State agencies with environmental expertise.
- 197-10-530 Responsibilities of consulted agencies—When predraft consultation has occurred.
- 197-10-535 Cost of performance of consulted agency responsibilities.
- 197-10-540 Limitations on responses to consultation.
- 197-10-545 Effect of no written comment.
- 197-10-550 Preparation of the final EIS—Time period allowed.
- 197-10-570 Preparation of the final EIS—Contents when no critical comments received on the draft EIS.
- 197-10-580 Preparation of the final EIS—Contents when critical comments received on the draft EIS.
- 197-10-600 Circulation of the final EIS.
- 197-10-650 Effect of an adequate final EIS prepared pursuant to NEPA.
- 197-10-652 Supplementation by a lead agency of an inadequate final NEPA EIS.
- 197-10-660 Use of a previously prepared EIS for a different proposed action.
- 197-10-690 Use of lead agency's EIS by other acting agency for the same proposal.
- 197-10-695 Draft and final supplements to a revised EIS.
- 197-10-700 No action for seven days after publication of the final EIS. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-025, filed 12/13/78.]

**WAC 478-325-040 Definitions.** In addition to the definitions set forth in WAC 197-10-040, adopted by reference in WAC 478-325-025, the following terms

have the following meanings for the purposes of this chapter, unless the context indicates otherwise:

(1) **Final action** – For purposes of complying with the public notice requirements of RCW 43.21C.080, final action shall mean the university's decision to proceed or not to proceed with a proposal. The type of final action and the point at which it is made during a planning or development process may vary depending on the nature and scope of the proposal. The final action shall be clearly identified in the environmental checklist and/or the environmental impact statement. For proposals involving a series of actions, the final action shall be the first action for which the threshold determination was made.

(2) **Lead unit.** Lead unit means that unit of the university which is responsible for making the threshold determination and preparing, or supervising preparation of, the draft and final environmental impact statements. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-040, filed 12/13/78; Order 76-2, § 478-325-040, filed 8/26/76.]

**WAC 478-325-050 Timing of the threshold determination and EIS process.** (1) The primary purpose of the EIS is to provide environmental information to decision makers to be considered prior to making their decision. The process should thus be completed before any decisions are made which commit the university to a particular course of action, and which would preclude or foreclose alternative courses of action. The actual decision to proceed with many actions may involve a series of individual approvals or decisions. Completion of the threshold determination and EIS (if required) should occur at the earliest point in the planning and decision-making process when the principal features of the proposal and its impact upon the environment can be reliably identified. In many cases, however, preliminary decisions must be made upon a proposal before the proposal is sufficiently definite to permit environmental analysis.

(2) For project-type actions involving construction or modification of facilities, the threshold determination, final DNS or draft EIS shall be completed prior to the authorization to prepare working drawings. When an EIS is required, the draft EIS shall be completed before authorization is provided to prepare working drawings. The final EIS shall be completed no later than prior to the approval of working drawings or other decision which, in view of the administration, commits the university to the final action.

(3) For nonproject type actions, the threshold determination and any required EIS shall be completed prior to final approval or adoption of the action by the Board of Regents or agent delegated by the board to take such action. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-050, filed 12/13/78; Order 76-2, § 478-325-050, filed 8/26/76.]

**WAC 478-325-060 SEPA information center.** (1) The University of Washington Visitor's Information Center at 4014 University Way N.E., Seattle,

Washington 98105, shall serve as the university's SEPA information center.

(2) The following documents shall be maintained at the SEPA public information center:

(a) Copies of all SEPA Public Information Registers for a period of one year from the date of publication.

(b) Copies of all environmental checklists, final declarations of nonsignificance and declarations of significance for a period of one year from the date of issue.

(c) Copies of all proposed declarations of nonsignificance for a period of fifteen days after the date of issue.

(d) Copies of all draft and final EIS's for a period of two years after the date of publication.

(e) A current list of individuals designated as responsible officials for university compliance with SEPA.

(f) A current membership list of the SEPA advisory committee.

(g) Copies of agendas and minutes of the SEPA advisory committee for a period of one year after the date of issue.

(3) The documents required to be maintained at the SEPA information center shall be available for public inspection and copies thereof shall be provided upon request. A fee to cover the actual cost of printing/copying may be charged for copies. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-060, filed 12/13/78; Order 76-2, § 478-325-060, filed 8/26/76.]

**WAC 478-325-070 Exemptions for emergency actions.** Actions which must be undertaken immediately, or within a time too short to allow full compliance with these rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of this chapter. Such actions include, but are not limited to, the following:

(1) Emergency pollution control actions responding to accidental discharges, leaks or spills into the air, state waters, or on land.

(2) Implementation of a change in waste disposal procedures caused by unanticipated changes in waste sources which are in compliance with federal and state regulations and standards.

(3) Clean-up or decontamination of academic and research facilities or equipment accidentally exposed or contaminated, to permit maintenance, repair or relocation, when procedures followed are in accordance with federal or state guidelines, recommendations or standards.

(4) Emergency actions implemented to reduce an imminent hazard to the health and safety of an element of the university resulting from structural failure, equipment malfunction, human error or natural event. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-070, filed 12/13/78; Order 76-2, § 478-325-070, filed 8/26/76.]

**WAC 478-325-080 Lead agency.** (1) Except as otherwise specifically provided herein, the university

shall serve as the lead agency for all proposals it initiates. In the event that one or more additional agencies share in the implementation of the proposal, the university and the agencies shall by agreement determine which agency will assume the status of lead agency. Any dispute over lead agency determination shall be settled in accordance with the provisions of WAC 197-10-260.

(2) When the total proposal will involve both private and university construction activity, it shall be characterized as either a private or a university project for the purposes of lead agency designation, depending upon whether the primary sponsor or initiator of the project is the university or a private party. Any project in which university and private interests are too intertwined to make this characterization shall be considered a university project.

(3) The university's responsibilities as lead agency include complying with the threshold determination procedures; the supervision, or actual preparation of draft EIS's, including the circulation of such statements, the conduct of any public hearings required by these rules; and the supervision or preparation of required final EIS's.

(4) Exceptions to the university's status as lead agency are as follows:

(a) For all proposals which are being processed under the Environmental Coordination Procedures Act of 1973 (ECPA), chapter 90.62 RCW, the lead agency shall be determined by the department of ecology.

(b) For proposals that will result in an impoundment of water with a water surface in excess of 40 acres, the lead agency shall be the department of ecology.

(c) For proposals to construct facilities on a single site designed for or capable of storing a total of one million or more gallons of any liquid fuel, the lead agency shall be the department of ecology. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-080, filed 12/13/78; Order 76-2, § 478-325-080, filed 8/26/76.]

**WAC 478-325-090 Lead unit.** (1) For university actions subject to SEPA, the university academic or administrative unit initiating the action shall be charged with the university's lead agency responsibilities.

(2) For actions involving more than one university unit, the involved units shall by agreement determine which unit will assume the university's lead agency responsibilities. Any dispute as to lead unit determination shall be resolved by the president.

(3) The department of facilities planning and construction shall have primary university responsibility for providing procedural advice with regard to these rules. All university units with environmental expertise should strive to make their services available to lead units to assist in the university's compliance with SEPA. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-090, filed 12/13/78; Order 76-2, § 478-325-090, filed 8/26/76.]

**WAC 478-325-100 Responsible officials.** (1) The president shall appoint a responsible official for each

unit of the university which may initiate a major action which may directly or indirectly adversely affect the quality of the environment.

(2) Responsible officials shall carry out the duties and functions of the university with regard to these rules for all major actions initiated by their unit. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-100, filed 12/13/78; Order 76-2, § 478-325-100, filed 8/26/76.]

**WAC 478-325-110 SEPA advisory committee.** (1) A SEPA advisory committee shall be established to assist with the university's compliance with the State Environmental Policy Act except for those actions pertaining to the Metropolitan Tract. The president shall appoint committee members representing the students, faculty, and staff.

(2) The committee shall adopt procedures which provide for the review of environmental documents within the time limits established by WAC 478-325-050.

(3) The committee shall review all nonexempt actions for compliance with the provisions of the SEPA guidelines. Review shall occur at the earliest possible time after a proposal has been defined sufficiently to permit meaningful environmental analysis or a recommendation has been made by the staff or responsible official, but before a final decision has been made.

Normally the committee review shall occur:

(a) After completion of an environmental checklist, but before the threshold determination.

(b) After the review of a proposed DNS but prior to a decision to issue a final DNS, if substantive comments have been received regarding the proposed DNS.

(c) Prior to the publication of any draft EIS.

(d) Prior to publication of any final EIS.

(4) The committee's recommendations shall be advisory only and shall in no way relieve responsible officials of their responsibilities as established by these rules and regulations. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-110, filed 12/13/78; Order 76-2, § 478-325-110, filed 8/26/76.]

**WAC 478-325-120 Draft EIS--Optional additional elements--Limitations.** The responsible official may include additional elements covering social, cultural and/or economic issues to the list in WAC 197-10-444. Such additional elements shall become part of the environment for EIS purposes, and not otherwise. When the university is lead agency, the rules and regulations of the university shall control the content of the EIS, even though other agencies with jurisdiction are involved in the proposal. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-120, filed 12/13/78; Order 76-2, § 478-325-120, filed 8/26/76.]

**WAC 478-325-130 Severability.** If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter, or the application of the provision to other persons or circumstances, shall not be affected. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-

325-130, filed 12/13/78; Order 76-2, § 478-325-130, filed 8/26/76.]

**WAC 478-325-140 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-325-150 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-325-160 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-325-170 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-325-180 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 478-325-190 Repealed.** See Disposition Table at beginning of this chapter.

## Title 479 WAC URBAN ARTERIAL BOARD

### Chapters

479-01	Description of organization.
479-12	Submission of proposed projects to Urban Arterial Board.
479-13	Submission of six year plans to Urban Arterial Board.
479-16	Requirements for urban arterial project development.
479-20	Financial and payment requirements.
479-24	Rules and regulations pursuant to State Environmental Policy Act guidelines.

### Chapter 479-01 WAC DESCRIPTION OF ORGANIZATION

#### WAC

479-01-010	Organization of Urban Arterial Board.
479-01-020	Time and place of meetings.
479-01-030	Address of board.

**WAC 479-01-010 Organization of Urban Arterial Board.** The Urban Arterial Board is a thirteen-member board, organized under the provisions of chapter 83, Laws of 1967 ex. sess. for the purpose of administering the Urban Arterial Program created and financed under the provisions contained therein. Ten members of the Board are appointed by the State Highway Commission, with six being city officials and four being county officials. The Chairman of the County Road Administration Board and the County Road Administration Engineer, created by RCW 36.78.030 and 36.78.060 respectively, are ex-officio members of the Urban Arterial Board. The Assistant Director of Highways for State Aid is an ex-officio member and chairman of the Urban Arterial Board. [Order 31 (part), § 479-01-010, filed 11/8/67.]

[1979 WAC Supp—page 1966]

**WAC 479-01-020 Time and place of meetings.** Regular public meetings of the Urban Arterial Board shall be held beginning on the third Thursday of the first month of each calendar quarter or the first business day thereafter if that Thursday is a holiday. Each such regular meeting shall be held at the offices of the Urban Arterial Board in Olympia, Washington, and begin at the hour of 9:30 a.m.

Additional public meetings necessary to discharge business of the Board shall be held beginning on the third Thursday of each month at the offices of the Urban Arterial Board in Olympia, Washington, and begin at the hour of 9:30 a.m. Further public meetings necessary to discharge business of the Board may be called by the Chairman at such time and place, within the State of Washington, as by him designated. Upon petition of three members of the Board and pursuant to the provisions of the internal rules, the Chairman shall call a meeting of the Board at the offices of the Board in Olympia. [Order 279, § 479-01-020, filed 4/17/73; Order 31 (part), § 479-01-020, filed 11/8/67.]

**WAC 479-01-030 Address of board.** Persons wishing to obtain information or to make submissions or requests of any kind shall address their correspondence to:

Chairman, Urban Arterial Board  
Highway Administration Building  
Olympia, Washington 98504

[Order 281, § 479-01-030, filed 5/21/73; Order 31 (part), § 479-01-030, filed 11/8/67.]

### Chapter 479-12 WAC SUBMISSION OF PROPOSED PROJECTS TO URBAN ARTERIAL BOARD

#### WAC

479-12-010	Data to be submitted on proposed projects.
479-12-020	Time and place for submission of proposed projects.

**WAC 479-12-010 Data to be submitted on proposed projects.** A prospectus statement of proposed projects shall be required to be submitted to the Urban Arterial Board by cities and counties seeking allocation of funds from the urban arterial trust account. This prospectus shall include:

- (1) The name of the city or county,
- (2) The local name of the arterial street or road,
- (3) The functional class of the proposed arterial improvement for those projects within federal urban areas. Projects outside the federal urban area leave blank,
- (4) A detailed description of the project location, including its length in miles, supported by a vicinity sketch,
- (5) For preliminary proposals, a description of the proposed work identifying major work items, accompanied by a typical roadway section. For construction projects, a detailed description of the proposed work, identifying major work items, accompanied by a typical roadway section and right of way map.