### Title 1 WAC

**CODE REVISER, OFFICE OF THE**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-04</td>
<td>General provisions.</td>
</tr>
<tr>
<td>1-06</td>
<td>Public records.</td>
</tr>
<tr>
<td>1-21</td>
<td>Rule making.</td>
</tr>
</tbody>
</table>

#### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

**Chapter 1-08**

**UNIFORM PROCEDURE RULES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-08-005</td>
<td>Application and scope of chapter 1-08 WAC. [Order 1, § 1-08-005, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-007</td>
<td>&quot;Agency&quot; defined. [Order 1, § 1-08-007, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-010</td>
<td>Appearance and practice before agency—Who may appear. [Order 1, § 1-08-010, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-030</td>
<td>Appearance and practice before agency—Solicitation of business unethical. [Order 1, § 1-08-030, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-040</td>
<td>Appearance and practice before agency—Standards of ethical conduct. [Order 1, § 1-08-040, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-050</td>
<td>Appearance and practice before agency—Appearance by former employee or former member of attorney general’s staff. [Order 1, § 1-08-050, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-060</td>
<td>Appearance and practice before agency—Former employee as expert witness. [Order 1, § 1-08-060, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-070</td>
<td>Computation of time. [Order 1, § 1-08-070, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-080</td>
<td>Notice and opportunity for hearing in contested cases. [Order 1, § 1-08-080, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-090</td>
<td>Service of process—By whom served. [Order 1, § 1-08-090, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-100</td>
<td>Service of process—Upon whom served. [Order 1, § 1-08-100, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-110</td>
<td>Service of process—When service complete. [Order 1, § 1-08-110, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-120</td>
<td>Service of process—Method of service. [Order 1, § 1-08-120, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
<tr>
<td>1-08-130</td>
<td>Service of process—When service complete. [Order 1, § 1-08-130, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.</td>
</tr>
</tbody>
</table>

(2007 Ed.)
Title 1 WAC: Code Reviser, Office of the

1-08-490 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 1-08-470 or 1-08-480. [Order 1, § 1-08-490, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-500 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 1-08-470 or 1-08-480. [Order 1, § 1-08-490, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-510 Continuances. [Order 1, § 1-08-510, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-520 Rules of evidence—Admissibility criteria. [Order 1, § 1-08-520, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-530 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections. [Order 1, § 1-08-530, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-540 Petitions for rule making, amendment or repeal—Who may petition. [Order 1, § 1-08-540, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-550 Petitions for rule making, amendment or repeal—Requirements. [Order 1, § 1-08-550, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-560 Petitions for rule making, amendment or repeal—Agency must consider. [Order 1, § 1-08-560, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-570 Petitions for rule making, amendment or repeal—Notice of disposition. [Order 1, § 1-08-570, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-580 Declaratory rulings. [Order 1, § 1-08-580, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

1-08-590 Forms. [Order 1, § 1-08-590, effective 7/1/67.] Repealed by 91-10-010, filed 4/19/91, effective 5/20/91. Statutory Authority: RCW 1.08.110, 34.05.220 and 34.05.250.

Chapter 1-12

DRAFTING AND FILING OF NOTICES AND RULES

1-12-005 Declaration of purpose. [Statutory Authority: RCW 1.08.110, 34.04.055, and 34.08.030. 82-13-099 (Order 23), § 1-12-005, filed 6/23/82, 80-07-025 (Order 21), § 1-12-005, filed 6/12/80; Order 15, § 1-12-005, filed 10/31/77, effective 12/1/77; Order 12, § 1-12-005, filed 5/9/77, effective 6/9/77; Order 5, § 1-12-005, filed 10/4/71; Emergency Order 4, § 1-12-005, filed 9/3/71; Order 2, § 1-12-005, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

1-12-010 Who must file rules under chapter 34.04 RCW. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23), § 1-12-005, filed 6/23/82; Order 15, § 1-12-005, filed 10/31/77, effective 12/1/77; Order 12, § 1-12-005, filed 5/9/77, effective 6/9/77; Order 5, § 1-12-005, filed 10/4/71; Emergency Order 4, § 1-12-005, filed 9/3/71; Order 2, § 1-12-005, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

1-12-020 What rules must be filed. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23), § 1-12-020, filed 6/23/82, 81-14-021 (Order 22), § 1-12-020, filed 6/25/81, effective 7/26/81; Order 15, § 1-12-020, filed 10/31/77, effective 12/17/77;
Rule purpose and implementation statement. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.05.385 and 34.08.030. 82-13-099 (Order 23), § 1-12-030, filed 6/23/82; 81-14-021 (Order 22), § 1-12-030, filed 6/25/81, effective 7/26/81; 80-07-025 (Order 21), § 1-12-030, filed 6/12/80; Order 15, § 1-12-030, filed 10/31/77, effective 12/17/77; Order 12, § 1-12-030, filed 9/7/77, effective 10/25/77; Order 9, § 1-12-030, filed 9/25/74, effective 10/25/74; Order 5, § 1-12-030, filed 10/4/71, effective 1/17/78; Emergency Order 4, § 1-12-030, filed 9/3/71; Order 2, § 1-12-030, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Rule purpose and implementation statement. [Order 12, § 1-12-065, filed 10/31/77, effective 12/17/77.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Rule purpose and implementation statement. [Order 15, § 1-12-065, filed 10/31/77, effective 12/17/77.] Decodified by 80-07-025 (Order 21), filed 6/12/80. Statutory Authority: 1.08.110, 28B.19.080, 34.05.045 and 34.08.030. Later promulgation, see WAC 1-12-022.

Rule purpose and implementation statement. [Order 5, § 1-12-065, filed 10/31/77, effective 12/17/77.] Repealed by 80-07-025 (Order 21), filed 6/12/80. Statutory Authority: 1.08.110, 28B.19.080, 34.05.045 and 34.08.030. Later promulgation, see WAC 1-12-022.

Statutory Authority: Code—Basic organization. [Order 15, § 1-12-070, filed 10/31/77, effective 12/17/77; Order 5, § 1-12-070, filed 10/4/71; Emergency Order 4, § 1-12-070, filed 9/3/71; Order 2, § 1-12-070, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Title number—Chapter and section names and numbers. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.05.045 and 34.08.030. 82-13-099 (Order 23), § 1-12-080, filed 6/23/82; Order 12, § 1-12-080, filed 9/7/77, effective 6/9/77; Order 9, § 1-12-080, filed 9/25/74, effective 10/25/74; Order 5, § 1-12-080, filed 10/4/71; Order 4, § 1-12-080, filed 9/3/71; Order 2, § 1-12-080, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Division of chapters into sections. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.05.045 and 34.08.030. 82-13-099 (Order 23), § 1-12-090, filed 6/23/82; Order 9, § 1-12-090, filed 10/31/77, effective 12/17/77; Order 12, § 1-12-090, filed 9/7/77, effective 6/9/77; Order 9, § 1-12-090, filed 9/25/74, effective 10/25/74; Order 5, § 1-12-090, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Subsections, subdivisions, items, and subitems. [Order 15, § 1-12-100, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Citations and references. [Order 12, § 1-12-110, filed 5/9/77, effective 6/9/77; Order 2, § 1-12-110, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Title and chapter digests—History notes. [Order 12, § 1-12-120, filed 5/9/77, effective 6/9/77; Order 5, § 1-12-120, filed 10/4/71; Emergency Order 4, § 1-12-120, filed 9/3/71; Order 2, § 1-12-120, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Drafting—Underlining. [Order 15, § 1-12-125, filed 13/31/77, effective 12/17/77; Order 12, § 1-12-125, filed 5/9/77, effective 6/9/77.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Amendatory section. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.05.045 and 34.08.030. 82-13-099 (Order 23), § 1-12-130, filed 6/23/82; 80-07-025 (Order 21), § 1-12-130, filed 6/12/80; Order 15, § 1-12-130, filed 10/31/77, effective 12/17/77; Order 12, § 1-12-130, filed 9/7/77, effective 6/9/77; Order 9, § 1-12-130, filed 9/25/74, effective 10/25/74; Order 5, § 1-12-130, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.

Drafting instructions—Repealer sections. [Order 15, § 1-12-140, filed 10/31/77, effective 12/17/77; Order 12, § 1-12-140, filed 5/9/77, effective 6/9/77; Order 9, § 1-12-140, filed 9/25/74, effective 10/25/74; Order 2, § 1-12-140, adopted 12/11/67, effective 1/17/68.] Repealed by 89-12-028 (Order 89-1), filed 5/31/89. Statutory Authority: RCW 34.05.385 and 34.08.030.
Title 1

Title 1 WAC: Code Reviser, Office of the

1-12-900 Form of order and transmittal by agency having single head (Form CR-7). [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-005, filed 6/25/81, effective 7/26/81.]

1-12-901 Who must file rules. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-010, filed 6/25/81, effective 7/26/81.]

1-12-902 Notice of intention to adopt, amend, or repeal rules (Form CR-1). [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-010, filed 6/25/81, effective 7/26/81.]

1-12-903 Notice of adoption of rules (Form CR-2). [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-010, filed 6/25/81, effective 7/26/81.]

1-12-940 Notice of review of previously adopted rules (Form CR-11). [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-12-940, filed 6/25/81, effective 7/26/81.]

1-13-005 Declaration of purpose. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-005, filed 6/25/81, effective 7/26/81.]

1-13-010 Who must file rules. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-010, filed 6/25/81, effective 7/26/81.]

1-13-020 What rules must be filed. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-020, filed 6/25/81, effective 7/26/81.]

1-13-030 Notices of intention to adopt rules. [Statutory Authority: RCW 1.08.110, 28B.19.080, 34.04.055, and 34.08.030. 82-13-099 (Order 23). § 1-13-030, filed 6/25/81, effective 7/26/81.]

Title 1 WAC—p. 4

(2007 Ed.)
Chapter 1-04 WAC: Code Reviser, Office of the WAC

GENERAL PROVISIONS

WAC 1-04-010 State Environmental Policy Act.

WAC 1-04-010 State Environmental Policy Act.

Under RCW 43.21C.120 and the SEPA guidelines, chapter 197-11 WAC, the office of the code reviser has reviewed its authorized activities and has found them all to be exempt under chapter 197-11 WAC.

[Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-08-001, § 1-04-010, filed 8/23/00, effective 12/31/00; Order 11, § 1-04-010, filed 9/14/76.]

Chapter 1-06 WAC PUBLIC RECORDS

WAC

1-06-010 Purpose.

1-06-020 Definitions.

1-06-030 Description of central and field organization.

1-06-040 Operations and procedures.

Public records officer.

Office hours.

Requests for public records.

Copying of public records.

Exemptions.

Review of denials of public records request.

Protection of public records.

Records index.

Communications with the agency.

Request for public record—Form.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

1-06-150 Adoption of form. [Order 8, § 1-06-150, filed 9/25/74, effective 10/25/74.] Repealed by 78-06-011 (Order 18), filed 5/10/78. Statutory Authority: RCW 42.17.250 and 42.17.300.

1-06-900 Appendix A—Request for public records. [Order 8, Appendix A (codified as WAC 1-06-900), filed 9/25/74, effective 10/25/74.] Repealed by 78-06-011 (Order 18), filed 5/10/78. Statutory Authority: RCW 42.17.250 and 42.17.300.
WAC 1-06-010 Purpose. The purpose of this chapter shall be to ensure compliance by the statute law committee and the office of the code reviser with the provisions of chapter 42.56 RCW dealing with public records.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-010, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-18-001, § 1-06-010, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-010, filed 9/25/06, effective 10/25/74.]

WAC 1-06-020 Definitions. (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by this agency regardless of physical form or characteristics, except (a) those records of the bill drafting functions of the code reviser deemed confidential pursuant to RCW 1.08.027 and (b) computer programs, products, and data bases deemed exempt pursuant to chapter 42.56 RCW.

Public record as relates to this agency does not include computer programs, products, and data bases prepared, owned, used, or retained by this agency for the benefit of another state agency. Applications for the disclosure of such records should be addressed to the agency in interest.

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

(3) "Committee" means the statute law committee created pursuant to chapter 1.08 RCW (chapter 157, Laws of 1951).

(4) "Revisor" means the code reviser employed by the committee pursuant to RCW 1.08.011, and where appropriate the term also refers to the staff and employees of the office of the code reviser.

(5) "Agency" means the committee, the code reviser, and the staff and employees thereof, unless the context clearly indicates otherwise.

(6) "Records of the bill drafting functions" means any file or writing in the office of the code reviser created in connection with a request for preparation of legislation or research thereon, and the confidentiality of such records may be waived only by the person who requested the services of the office of the code reviser.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-020, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-020, filed 9/25/74, effective 10/25/74.]

WAC 1-06-030 Description of central and field organization. (1) The office of the code reviser is located in the Pritchard Building, Olympia, Washington, 98504.

(2) The committee consists of eleven members. The secretary of the senate, the chief clerk of the house of representatives, the staff director of a nonpartisan professional committee, staff of the senate and the house of representatives, two members of the senate and the house of representatives, and one each appointed by the governor, the chief justice of the supreme court, and the Washington State Bar Associa-

(2007 Ed.)

tion. The committee employs a code reviser, who serves as its secretary.

(3) Among the primary responsibilities of the committee and the code reviser is the duty to periodically codify, index, and publish the Revised Code of Washington and to revise, correct, and harmonize the statutes by means of administrative or suggested legislative action as may be appropriate. The agency is also the official bill drafting arm of the legislature and its various committees, and prepares for the legislature all bills, memorials, resolutions, amendments, and conference reports, which activities are pursued on a nonpartisan, professional, lawyer-client, confidential basis under RCW 1.08.027, and RCW 1.08.028 prohibits the office of the code reviser from rendering written opinions concerning the constitutionality of any proposal. The agency also produces the legislative digest and history of bills and the daily status report. Immediately following each session of the legislature, the committee indexes and publishes the temporary edition of the session laws and subsequently publishes the permanent edition; it also responds to citizen’s requests for copies of recently enacted laws. The committee administers the Administrative Procedure Act, serving as official repository for the rules of the various state agencies and the institutions of higher education, and creating and publishing the Washington Administrative Code.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-030, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-18-001, § 1-06-030, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-030, filed 9/25/74, effective 10/25/74.]

WAC 1-06-040 Operations and procedures. (1) Practice and procedure in and before the agency are governed by the model rules of procedure, chapter 10-08 WAC.

(2) The operations of the agency, including meetings, selection of officers, filling of vacancies, and fiscal matters, are conducted according to the provisions of chapter 1.08 RCW.

[Statutory Authority: RCW 1.08.110, 34.05.385, 34.05.356, and 34.08.030. 00-18-001, § 1-06-040, filed 8/23/00, effective 12/31/00. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-18-001, § 1-06-030, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-030, filed 9/25/74, effective 10/25/74.]

WAC 1-06-050 Public records available. All public records of the agency, as defined in WAC 1-06-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by chapter 42.56 RCW and WAC 1-06-100.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-050, filed 7/24/06, effective 8/24/06; Order 8, § 1-06-050, filed 9/25/74, effective 10/25/74.]

WAC 1-06-060 Public records officer. The agency’s public records shall be in the charge of the public records officer designated by the code reviser. The public records officer shall be responsible for the following: The implementation of the agency’s rules and regulations regarding release of public records, coordinating the staff of the agency in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.56 RCW.

[Title 1 WAC—p. 7]
WAC 1-06-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the agency. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays.

WAC 1-06-080 Requests for public records. In accordance with requirements of chapter 42.56 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

1. A request shall be made in writing upon a form prescribed by the agency which shall be available at its office. The form shall be presented to the public records officer; or to any member of the agency's staff, if the public records officer is not available, at the office of the agency during customary office hours. The request shall include the following information:
   a. The name, address, and organization represented, if any, of the person requesting the record;
   b. The time of day and calendar date on which the request was made;
   c. The nature of the request;
   d. If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
   e. If the requested matter is not identifiable by reference to the agency's current index, an appropriate description of the record requested;

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

WAC 1-06-090 Copying of public records. No fee shall be charged for the inspection of public records. Upon request for an identifiable public record, the office of the code reviser may charge a fee of:

- Thirty-five cents per page of copy for providing paper copies of public records maintained on paper or electronically;
- Two dollars per CD ROM for copies of electronically maintained public records;
- Two dollars per page and fifteen dollars per hour charge for double column, publication master copies of electronically maintained public records.

The office of the code reviser may fax documents, but there is a ten-page maximum. There is no charge for this service.

These charges are the amounts necessary to reimburse the agency for its actual costs incident to such copying.

WAC 1-06-100 Exemptions. (1) The agency reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 1-06-080 is exempt under the provisions of RCW 1.08.027 or chapter 42.56 RCW.

(2) In addition, pursuant to RCW 42.56.070(1), the agency reserves the right to delete identifying details when it makes available or publishes any public record, in any cases where there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.56 RCW. The public records officer will fully justify such deletion in writing.

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

WAC 1-06-110 Review of denials of public records request. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the code reviser, who shall immediately consider the matter and either affirm or reverse such denial. The request shall be returned with a final decision, within two business days following the original denial.

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

WAC 1-06-120 Protection of public records. (1) No person shall knowingly alter, deface, or destroy public records of the agency.

(2) Original copies of public records of the agency shall not be removed from the offices of the agency.

(3) Care and safekeeping of public records of the agency, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.

[Title 1 WAC—p. 8]
(4) Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.

(5) Boisterous or otherwise disruptive conduct by those requesting public records of the agency shall not be permitted.

[Order 8, § 1-06-120, filed 9/25/74, effective 10/25/74.]

WAC 1-06-130 Records index. (1) A chronological index is maintained providing identifying information as to all governmental records issued, adopted, or promulgated after June 30, 1972, that are deemed by the agency to fall within the purview of RCW 42.56.070 and that are not exempted under chapter 42.56 RCW, RCW 1.08.027, 40.14-.180, or WAC 1-06-020.

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

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-130, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-18-001, § 1-06-130, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-130, filed 9/25/74, effective 10/25/74.]

WAC 1-06-140 Communications with the agency. All communications with the agency including but not limited to communications with the agency including but not limited to rule making and other matters, shall be addressed as follows: Office of the Code Reviser, c/o Public Records Officer, P.O. Box 40551, Olympia, WA 98504-0551.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-140, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-18-001, § 1-06-140, filed 8/23/00, effective 12/31/00; Order 8, § 1-06-140, filed 9/25/74, effective 10/25/74.]

WAC 1-06-160 Request for public record—Form. A copy of the request for public records form may be obtained from the office of the code reviser.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-06-160, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.356, 34.05.385, and 34.08.030. 00-18-001, § 1-06-160, filed 8/23/00, effective 12/31/00. Statutory Authority: RCW 42.17.250 and 42.17.300. 78-06-011 (Order 18), § 1-06-160, filed 5/10/78.]

Chapter 1-21 WAC

RULE MAKING

WAC

1-21-005 Purpose.

1-21-010 Proposed rule making.

1-21-015 Expedited rule making.

1-21-020 Notice—Form, contents, numbers.

1-21-030 Notice period—Washington State Register distribution date.

1-21-040 Washington State Register material—Time for filing.

1-21-050 Continuance.

1-21-060 Withdrawal of proposal.

1-21-070 Administrative order.

1-21-080 Numbering system—Captions.

1-21-090 Redesignation of WAC numbers.

1-21-100 Nontext rules.

(2007 Ed.)

1-21-110 Amendatory rules.

1-21-120 Underlining restricted.

1-21-130 Repealers.

1-21-140 Review of previously adopted rules.

1-21-150 Exemptions from publication.

1-21-160 Filing after office hours.

1-21-170 Official forms.

1-21-180 Rule-making activity report.

WAC 1-21-005 Purpose. This chapter implements RCW 34.05.210 and 34.05.310 through 34.05.395, the provisions of the Administrative Procedure Act on agency rule making. It also implements chapter 34.08 RCW, the State Register Act. It replaces the former chapters 1-12 and 1-13 WAC on drafting and filing of notices and rules. It covers both institutions of higher education and all other administrative agencies, since chapter 34.05 RCW merged chapters 28B.19 and 34.04 RCW.

[Statutory Authority: RCW 34.05.385 and 34.08.030. 89-12-028 (Order 89-1), § 1-21-005, filed 5/31/89.]

WAC 1-21-010 Preproposal statement of inquiry. To solicit comments from the public as required by RCW 34.05.310 on a subject of possible rule making, but before a formal notice is filed under RCW 34.05.320, an agency shall complete and file with the office of the code reviser a CR-101 form (preproposal statement of inquiry). This requirement does not apply to all rule making. The exceptions are set forth in RCW 34.05.310(4).

The text of the new rule is neither required nor recommended at this stage, but if text is submitted for filing, it must meet the form and style requirements of WAC 1-21-110 through 1-21-130. The filing will appear in the Washington State Register in accordance with the schedule provided in WAC 1-21-040. Note that the CR-101 must be published at least thirty days before the CR-102 form (proposed rule making) may be filed.

[Statutory Authority: RCW 1.08.110, 34.05.385, 1.08.001, and Executive Order 97-2, 06-16-019, § 1-21-010, filed 7/24/06, effective 8/24/06. Statutory Authority: RCW 1.08.110, 34.05.385, 34.08.030, 2001 c 25, 01-20-090, § 1-21-010, filed 10/3/01, effective 11/3/01. Statutory Authority: RCW 1.08.110, 34.05.385, 34.08.020, 34.08.030 and 34.05.354 as amended by 1998 c 320 §§ 6 and 2. 98-14-048, § 1-21-010, filed 6/24/98, effective 7/25/98. Statutory Authority: RCW 1.08.110, 34.05.356, 34.08.020, 34.08.030, 34.05.354 and 1997 c 409 §§ 202 and 208. 97-15-035, § 1-21-010, filed 7/10/97, effective 7/27/97. Statutory Authority: RCW 1.08.110, 34.05.385, 34.08.020, 34.08.030, 34.05.354 and 1995 c 403 §§ 701 and 704. 95-17-070, § 1-21-010, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 1.08.110, 34.05.385, 34.08.030 and 34.05.310 as amended by 1994 c 249 § 1. 94-12-075, § 1-21-010, filed 5/31/94, effective 6/9/94. Statutory Authority: RCW 34.05.385 and 34.08.030. 89-12-028 (Order 89-1), § 1-21-010, filed 5/31/89.]

WAC 1-21-015 Expedited rule making. (1) Expedited rule making filed under RCW 34.05.353 includes both the expedited adoption of rules and the expedited repeal of rules.

(2) An agency shall file notice for the expedited rule making with the office of the code reviser on a CR-105 form (expedited rule making). The agency must file the full text of a proposed new or amendatory rule, along with the CR-105 form. The text must meet the form and style requirements of WAC 1-21-110 through 1-21-130. The filing will appear in the Washington State Register in accordance with the schedule provided in WAC 1-21-040. The expedited rule making must be published in the Washington State Register at least
Title 1 WAC: Code Reviser, Office of the

(2007 Ed.)

403 §§ 701 and 704. 95-17-070, § 1-21-015, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 1.08.110, 34.05.385, 34.05.380, 34.05.300, 34.05.350, and 1995 c 704, 95-17-070, § 1-21-015, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 1.08.110, 34.05.385, 34.08.030. 89-12-028 (Order 89-1), § 1-21-040, filed 5/31/89.]

WAC 1-21-040 Washington State Register material—Time for filing. To permit sufficient lead time for the editorial, data capture, and printing process, material to be published in a particular issue of the Washington State Register must be in the physical possession of and filed in the office of the code reviser according to the following schedule:

(1) If the material has been prepared and completed by the office of the code reviser's order typing service (OTS), by 12:00 noon on the fourteenth day before the distribution date of that issue of the Washington State Register; or

(2) If the material has been prepared by any means other than OTS and it contains:
   (a) No more than ten pages, by 12:00 noon on the fourteenth day before the distribution date of that Washington State Register; or
   (b) More than ten but less than thirty pages, by 12:00 noon on the twenty-eighth day before the distribution date of that Washington State Register; or
   (c) Thirty or more pages, by 12:00 noon on the forty-second day before the distribution date of that Washington State Register.

The office of the code reviser's filing forms are not included in this page count, but all other material submitted for filing is counted for purposes of this section, excluding federal rules that are not published in the Washington State Register.

WAC 1-21-050 Continuance. (1) Under RCW 34.05.-325(5), an agency may continue a proceeding that has already started by establishing the later time and place on the record. No publication is required in the Washington State Register, but before filing the administrative order adopting the rule, the agency shall give notice of the continuance to the office of the code reviser on a CR-102 form. If no substantial change is made in the proposal, the continuance is not subject to the twenty-day publication requirement of RCW 34.05.-320. Note that RCW 34.05.335(4) prohibits an agency from adopting a rule before the time established in the published notice.

(2) An agency may change the date or the location, or both, of a rule-making proceeding before the proceeding has begun if the agency gives adequate notice to the public through the same methods that were used for the original notice. Adequate notice for purposes of the Washington State Register consists of filing the continuance notice on a CR-
Rule Making

1-21-070 Administrative order. (1) The administrative order by which an agency adopts a rule shall be done on a CR-103 form (rule-making order) provided by the office of the code reviser or, if required by agency practice, on an agency form that provides the information required by RCW 34.05.360.

(2) The agency shall file with the office of the code reviser the original and six copies of the permanent or emergency package (form and text). The joint administrative rules review committee has requested that the agency submit three copies of the withdrawal notice to the joint administrative rules review committee.

WAC 1-21-080 Numbering system—Captions. (1) The primary division of the Washington Administrative Code (WAC) is the Title. The office of the code reviser assigns each agency a title number, which usually is in alphabetical order. A newly created agency shall apply to the office of the code reviser for assignment of a title number. If an agency's name is changed, the title number stays the same. The list of titles is published in volume 1 of the WAC.

(2) Each title is divided into chapters, which are the major subject matter divisions of the agency's title.

(3) Each chapter is divided into sections, which are the individual rules and are the smallest unit that can be amended. The agency shall place a short caption on each section to describe its contents. Sections should be as short as reasonably possible to facilitate finding an individual rule and amending it in the future.

(4) The WAC citation number is a composite of these three divisions:

Washington Administrative Code
Title 16 Department of Agriculture
Chapter 12 Meat Inspection
Section 830 Labels approved by department

WAC 16-12-830
WAC 1-21-130 Repealers. To repeal one or more current sections, list them individually by citation and caption under a heading of "REPEALER." An entire chapter may be repealed section by section or as one complete unit. The first method preserves the unrepealed section numbers for future use, while the second method eliminates the entire chapter number from future use.

WAC 1-21-140 Review of previously adopted rules. When an agency is required under RCW 34.05.630 to review permanent or emergency rules previously adopted, the agency shall file notice of the review with the code reviser on a CR-104 form (review of previously adopted rules). The agency shall file the original and six copies of the notice. Four copies will be returned to the agency, three of which shall be delivered to the joint administrative rules review committee. The notice is subject to the twenty-day requirement of RCW 34.05.320. The text of the rule under review is not needed with this notice.

WAC 1-21-150 Exemptions from publication. Agency rules that are likely to be omitted from WAC publication by the office of the code reviser under the authority of RCW 34.05.210, may, upon application by the agency to the office of the code reviser for an exemption, be exempted by the office of the code reviser from the form and style requirements of this chapter, other than requirements that are imposed by statute. An application for exemption must be made and approved before filing the rules.

WAC 1-21-160 Filing after office hours. The office of the code reviser is open for the filing of agency rule-making notices and orders from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. The office of the code reviser delegates to the Washington state patrol the authority to accept at other times the filing of orders adopting, amending, or repealing rules when the nature of the order requires their immediate filing and/or effectiveness. To use this service, the agency may telephone the Washington state patrol communications center at 360-586-1999. When your call is answered, request a zone 4 trooper and arrange for receipt of the filing(s). The agency shall give the original and three copies of each filing to the trooper. The trooper shall mark each copy with the trooper's name, badge number, date, and time and arrange for all of the copies to be delivered to the office of the code reviser as early as possible on the next business day. The agency filing the rules with the state patrol shall notify the office of the code reviser of the filing by 9:00 a.m. on the next business day after filing and arrange to receive the stamped copies.

WAC 1-21-170 Official forms. Agencies may obtain the following official forms from the office of the code reviser upon request:
(1) Form CR-101 Preproposal statement of inquiry
(2) Form CR-102 Proposed rule making
(3) Form CR-103 Rule-making order
(4) Form CR-104 Review of previously adopted rules
(5) Form CR-105 Expedited rule making.

WAC 1-21-180 Rule-making activity report. To implement RCW 1.08.112, agencies shall supply the information required by RCW 1.08.112 (1)(a) through (f) and (i) by completing the appropriate parts of the CR-103 form. Agencies shall report information required by RCW 1.08.112 (1)(g) and (h) by a memorandum on agency letterhead to the office of the code reviser.