

[Service Date August 25, 2003]

August 25, 2003

**OPPORTUNITY TO SUBMIT WRITTEN COMMENTS ON  
PROPOSED RULES  
(By Wednesday, September 10, 2003)  
and  
NOTICE OF PROPOSED RULE ADOPTION HEARING  
(Set for Wednesday, September 24, 2003)**

RE: Docket No. A-010648: Commission Rulemaking Affecting chapter 480-04 WAC—Public Access to Information and Documents, and chapter 480-09 WAC--Procedure

TO ALL INTERESTED PERSONS:

This Notice is to inform you of the Commission's progress in its rulemaking proceeding related to the means by which people and organizations conduct business with the Commission, and to provide notice of an opportunity to file written comments on proposed rules and participate in the formal rule adoption hearing.

On August 20, 2003, the Commission filed a Notice of Proposed Rulemaking (CR-102) with the Code Reviser. The CR-102 proposes revisions to chapter 480-04 WAC, the Commission's rules governing public access to information and records, and repeal and replacement of the Commission's procedural rules (chapter 480-09 WAC) with new chapter 480-07 WAC. This action by the Commission begins the final part of the rulemaking process, which includes a written comment period, a public adoption hearing, and a decision by the Commission.

**THE COMMISSION GIVES NOTICE of the opportunity to submit written comments on the proposed rules no later than 5:00 p.m., Wednesday, September 10, 2003. The draft rules, as filed with the Code Reviser, are available for inspection on the Commission's web site at**

[www.wutc.wa.gov/010648](http://www.wutc.wa.gov/010648). **The Commission will send you a paper copy of the draft rules or will send the proposal via electronic mail, if you ask.**

**Electronic copies.** The Commission requests that comments be provided in electronic format to enhance public access, for ease of providing comments, to reduce the need for paper copies, and to facilitate quotations from the comments. Comments may be submitted by electronic mail to the Commission's Records Center at [records@wutc.wa.gov](mailto:records@wutc.wa.gov). Please include:

- The docket number of this proceeding (A-010648)
- The commenting party's name
- The title and date of the comment or comments

An alternative method for submitting comments may be by mailing/delivering an electronic copy on a 3 ½ inch, IBM-formatted, high-density disk, in .pdf Adobe Acrobat format or in Word 97 or later. Include all of the information requested above. The Commission will post on the Commission's web site all comments that are provided in electronic format. The web site is located at <http://www.wutc.wa.gov/010648>. If you are unable to file your comments electronically or to submit them on a disk, the Commission will always accept a paper document.

**THE COMMISSION ALSO GIVES NOTICE of the opportunity to attend the public hearing and make oral comments about the proposal for the adoption of the proposed rules at 9:30 a.m., on Wednesday, September 24, 2003. This public hearing will be held in the Commission's Hearing Room, Second Floor, Chandler Plaza, 1300 S. Evergreen Park Drive, S.W., Olympia, Washington.**

**Questions:** If you have questions about this Notice, about the rulemaking process, or this rulemaking in particular, you may contact Dennis Moss. He may be reached by mail at the address on this Notice, or by e-mail at [dmoss@wutc.wa.gov](mailto:dmoss@wutc.wa.gov) or by calling 360-664-1164.

Sincerely,

CAROLE J. WASHBURN  
Secretary