

## NEW SECTION

### **WAC 480-07-140 Communicating with the commission.**

(1) **Scope of rule.** This rule includes general requirements for effective communication with the commission. Communications that concern rulemaking proceedings, adjudicative proceedings, or public records requests must also conform to specific requirements as follows:

- (a) In rulemaking proceedings, WAC 480-07-143 and Part II of this chapter.
- (b) In adjudicative proceedings, WAC 480-07-145 and Part III of this chapter.
- (c) For public records requests, chapter 42.17 RCW and chapter 480-04 WAC.

(2) **Content of letters and electronic mail messages to the commission.** Letters and electronic mail messages to the commission should include only one subject.

(3) **Where to send letters and electronic mail messages.** WAC 480-07-125 includes the commission's mailing address and other contact information current at the time of rule publication. Persons who communicate with the commission are encouraged to do so by electronic mail to the Commission's records center. The commission's internet site includes current and additional contact information.

(4) **Identification of sender; Identification of permit, license, or certificate; Identification of proceeding.**

(a) **Identification of sender.** All persons who communicate with the commission must provide their name and a mailing address, and are asked to provide telephone, facsimile, and electronic mail address to assist the commission in responding. Persons who communicate with the commission on behalf of a business, organization, or other entity must state their name and title or position, the name of the entity on whose behalf the communication is sent, in addition to the contact information described above, and provide a mailing address. Persons who communicate with the commission are also encouraged to provide their electronic mail address and any other contact information that may assist the commission to respond.

(b) **Identification of permit, license, or certificate held by sender.** Any person or entity that holds a commission-issued permit, license, or certificate must identify the permit, license, or certificate number (if any), including the exact name under which the authority is held, when communicating with the commission concerning the permit, license, or certificate.

(c) **Identification of proceeding.** Persons who communicate with the commission concerning a formal commission proceeding (e.g., rulemaking or adjudication) must identify the proceeding to the best of their ability, including the docket number and name of the proceeding, if known.

(5) **Electronic mail file attachment-format requirements.**

(a) **Acceptable media.** Electronic submissions may be provided by electronic mail (e-mail) file attachment addressed to the commission's records center, or submitted to the records center on a 3 1/2 inch IBM formatted high-density disk or compact disc (CD). The submission must be labeled with the docket number of the proceeding, the name of the company party and/or the name of the individual submitting the document, and a description of the contents (e.g., "direct evidence," "motion to dismiss," etc) and the date filed.

**(b) Acceptable format.** The commission prefers to receive electronic documents in Word or WordPerfect file format supplemented by a copy in Adobe Acrobat (i.e., .pdf) file format created directly from the word processing software used for the original document. Parties that cannot create Adobe Acrobat files directly are requested to provide a copy of the document converted to Adobe Acrobat via scanning or other available technology.

**(c) File naming conventions.** Electronic files must be named in a way that describes the file contents. Parties should use the format identified in the following examples, identifying the docket number, the nature of the document, and the party submitting it:

<u>Testimony</u>	<u>UE-010101 Smith direct</u> <u>(name of party) (date)</u> <u>UT-020202 Jones rebuttal attachment 1 (name of</u> <u>party) (date)</u>
<u>Motions</u>	<u>UG-030303 motion to dismiss</u> <u>(name of party) (date)</u> <u>UW-040404 answer to motion to dismiss (name of</u> <u>party) (date)</u>
<u>Correspondence</u>	<u>TG-010203 (name of party) request for continuance</u> <u>(date)</u>

**(d) Acceptable organization.** Each party must submit all files to meet a single deadline at the same time and in the same message or diskette. When a party submits two or more files at the same time, the files must be organized into folders, and the party must provide an index in its cover letter or an additional document, and in an additional electronic file.

**Example:**

<u>Folder and diskette name</u>	<u>I. U-020304 (Name of party) Direct</u> <u>Evidence (Date)</u>
<u>Subfolders</u>	<u>A. U-020304 (Name of party) (name of</u> <u>witness) Direct (date)</u> <u>B. U-020304 (Name of party) (name of</u> <u>witness) Direct (date)</u>
<u>Files</u>	<u>1. U-020304 (Name of witness) Direct</u> <u>(name of party) (date)</u> <u>2. U-020304 (Name of witness) Direct Att 1</u> <u>(name of party) (date)</u>