

[Service Date October 7, 2003]

October 7, 2003

**OPPORTUNITY TO SUBMIT WRITTEN COMMENTS ON  
PROPOSED RULES  
(By October 22, 2003)  
and  
NOTICE OF PROPOSED RULE ADOPTION HEARING  
(Set for November 12, 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 letter is to inform you of the progress made toward adoption of rule revisions to chapter 480-04 WAC, Public Access to Information and Documents, the repeal of chapter 480-09 WAC, Procedure, and the adoption of new chapter 480-07 WAC, Procedure. This letter also provides notice of an opportunity to file written comments on a Supplemental CR-102 proposed rulemaking related to these rules, and participate in the formal Supplemental CR-102 rule adoption hearing.

On September 24, 2003, the Commission held a rule adoption hearing to consider revisions to chapter 480-04 WAC, the repeal of chapter 480-09 WAC, and adoption of new chapter 480-07 WAC. The Commission indicated that it would take the proposal under consideration and issue an order. In addition, the Commission approved the filing of a Supplemental Notice of Proposed Rulemaking (Supplemental CR-102) that would update cross-references in Title 480 WAC to revised chapter 480-04 WAC, and to the Commission's procedural rules in new chapter 480-07 WAC. The Supplemental CR-102 proposal would also add language to WAC 480-07-140(5) that describes electronic

file naming conventions and organization. The Commission intends that all of the rules related to this rulemaking would be effective January 1, 2004.

**NOTICE is hereby given of the opportunity to submit written comments on the Supplemental CR-102 proposal not later than 5:00 p.m., October 22, 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 3-1/2 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.

**NOTICE is also hereby given of the opportunity to attend the public hearing and make oral comments about the Supplemental CR-102 proposal for the adoption of the proposed rules at 1:30 p.m., Wednesday, November 12, 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  
Executive Secretary