



STATE OF WASHINGTON
UTILITIES AND TRANSPORTATION COMMISSION
1300 S. Evergreen Park Dr. S.W., P.O. Box 47250 • Olympia, Washington 98504-7250
(360) 664-1160 • www.utc.wa.gov

March 24, 2017

NOTICE OF CHANGES TO COMMISSION PROCEDURES

TO ALL REGULATED COMPANIES:

On February 28, 2017, the Washington Utilities and Transportation Commission (Commission) entered an order revising its general rules governing how regulated companies and the public interact with the Commission, Washington Administrative Code (WAC) Chapter 480-07. The Commission order and the revised rules are available for inspection on the Commission's website at www.utc.wa.gov/130355. The revised rules become effective on March 31, 2017.

THE COMMISSION GIVES NOTICE that it has significantly changed some of its procedures that will directly affect all companies the Commission regulates. The revised rules make the following changes to the requirements for submitting documents to, and receiving documents from, the Commission:

- **YOU WILL RECEIVE DOCUMENTS ONLY ELECTRONICALLY (WAC 480-07-150(4))**. The Commission will serve or otherwise send all orders, notices, correspondence, and other documents to regulated companies only in electronic form. The Commission will no longer mail paper copies of any documents.
- **YOU MUST HAVE A CURRENT EMAIL ADDRESS ON FILE WITH THE COMMISSION (WAC 480-07-150(2) & (3))**. Contact information for all public service companies on file with the Commission must include a current email address, as well as street address, at which the company will receive communications from the Commission. The Commission will not be responsible for any failure of a company to receive orders, notices, and other documents from the Commission if the company does not comply with this requirement.
- **YOU MUST SUBMIT ONLY ELECTRONIC DOCUMENTS (WAC 480-07-140(5))**. All documents submitted to the Commission for filing must be in electronic form, specifically .pdf (Adobe Acrobat or similar software) for all documents except spreadsheets (which must be in Excel). The Commission no longer requires

submission of paper copies except for filings by utility and solid waste collection companies to increase rates or as the Commission may otherwise expressly require.¹

- **YOU MUST COMPLY WITH ELECTRONIC SIGNATURE REQUIREMENTS (WAC 480-07-190).** This new rule implements legislation that authorizes agencies to accept and use electronic signatures. In conjunction with the Commission's electronic-only filing requirements, persons submitting signed electronic documents to the Commission – including but not limited to annual reports, tariffs, and pleadings – must comply with the requirements in this rule for ensuring the authenticity of the signatures on those documents.
- **YOU MAY NO LONGER SUBMIT DOCUMENTS BY FAX (WAC 480-07-140).** The Commission will no longer accept submissions by facsimile transmission (fax). The Commission will work with any companies and individuals who rely on faxing and are unable to submit documents through the Commission's Internet web portal or via email.

The Commission has made additional changes to its procedures that are not summarized in this Notice. All public service companies and persons doing business with the Commission should review the revised rules and ensure that they and their company comply with all applicable requirements.

If you have questions regarding this Notice or the revisions to the Commission's general procedural rules, you may contact the Commission Records Center at (360) 664-1234 or by email at records@utc.wa.gov. If you have questions about the revisions to the Commission's procedural rules governing adjudications or more generally about the rulemaking in this docket, you may contact Gregory J. Kopta, Director, Administrative Law Division, at (360) 664-1355 or by email at gkopta@utc.wa.gov.

STEVEN V. KING
Executive Director and Secretary

¹ Parties must file paper copies of documents in adjudications if a prehearing conference or other order requires paper copies to be filed.