



PROCEDURAL RULES REQUIREMENTS

FILING DOCUMENTS WITH THE COMMISSION VIA ELECTRONIC SUBMISSION
WAC 480-07

CONTACTING THE COMMISSION

PHONE

360-664-1160

EMAIL

records@utc.wa.gov

MAIL

1300 S Evergreen Drive SW
|or|
PO Box 47250
Olympia, WA 98504-7250



TYPES OF SUBMISSIONS

FORMAL SUBMISSIONS

- *Written submissions that seek or respond to a formal commission action*
- *Required by statute or commission rule*
- *Information filed in a docketed proceeding*



INFORMAL SUBMISSIONS

- *Do not seek or respond to a formal commission action*
- *Not required by statute or commission rule*
- *General exchange of information*



FORMAL SUBMISSIONS

The commission will not accept a document for formal filing unless it is received in electronic form by using one of the following methods:

- E-filing portal
- Mailed or hand-carried media storage device/disc
- Emailing the Record's Center (**only if the web portal is unavailable**)



TYPES OF FORMAL DOCUMENTS

- Motions
- Briefs
- Testimony
- Answers and Replies
- Comments solicited by UTC



FORMAL SUBMISSION REQUIREMENTS

- Addressed to the commission secretary
- Cover letter (required unless the entire submission fits on one page)
- Identification of sender
- Identification of proceeding, permit, license or certificate
- Identification of documents
- Proper document format
- Named appropriately

Staff direct testimony of John Q. Staff direct testimony of John Q.
Witness with information designated as confidential:

179999-Staff-Exh-JQW-1CT-3-1-17 (C)

- **Correct data capacity**

Web Portal - 50 MB per submission
Email – 10MB

- Confidential designation (if applicable)





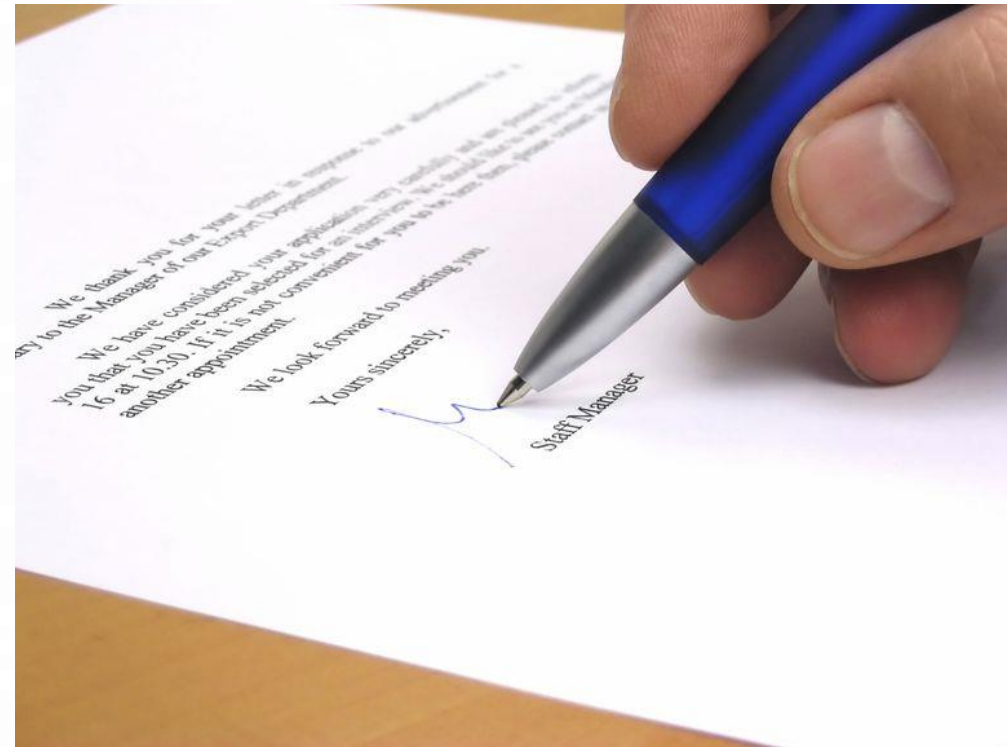
COMMISSION SECRETARY

STEVEN V. KING
1300 S EVERGREEN PARK DRIVE SW
|OR|
PO BOX 47250
OLYMPIA, WA 98504-7250

COVER LETTER

A cover letter is required unless the sole document submitted is a letter, or the document is one page in length and includes all formal submission requirements. The cover letter must include:

- Identification of sender
- Identification of proceeding, permit, license or certificate
- Description of document(s)
- Confidential filing designation (if applicable)



IDENTIFICATION OF SENDER

- Full name
- Mailing address
- Telephone number
- Email address
- Title/position with company
- Name of entity on whose behalf they are representing

Please note: The entity must be identified by using the exact name on file with the commission



IDENTIFICATION OF PROCEEDING, PERMIT, LICENSE OR CERTIFICATE

Each filing type shall include the following information:

Adjudicative Proceedings

- Name of proceeding
- Docket number
- Pleading type
- Certificate of service

Docket Filings

- Name of proceeding
- Docket number

Transportation Filings

- Permit, license or certificate number as issued by the commission



PROPER DOCUMENT FORMAT

- Named in accordance with the file naming conventions example listed on the commission website at www.utc.wa.gov
- Filed in searchable .pdf format, except spreadsheets (.xls, .xlsx, .xlsm) which should be submitted in native form
- Appropriate file size based upon submission method
 - E-Filing Portal – 50 MB (large submissions may need to be broken up into multiple postings)
 - Email – 10 MB (incoming mail attachments have size restrictions due to the commission firewall)
- Confidential designation (if applicable)



The background features a light blue circular pattern of concentric rings. In the four corners, there are decorative elements consisting of thin blue lines that branch out like circuit traces, ending in small white circles.

CONFIDENTIAL FILINGS

*DOCUMENTS CONTAINING INFORMATION DESIGNATED AS CONFIDENTIAL OR HIGHLY CONFIDENTIAL
MUST BE MARKED ACCORDINGLY, AND SUBMITTED WITH A REDACTED COPY*

CONFIDENTIAL & HIGHLY CONFIDENTIAL INFORMATION REQUIREMENTS

CONFIDENTIAL INFORMATION

- Protected under RCW 42.56
- Information protected under the terms of a protective order in an adjudicative proceeding
- Valuable commercial information, including trade secrets, marketing, financial information or customer-specific usage and network configuration

HIGHLY CONFIDENTIAL INFORMATION

- Must meet all confidential criteria and meets the requirements in RCW 80.04.095 or 81.77.210
- Commission may authorize protection only pursuant to a protective order

CONFIDENTIAL DESIGNATION

The confidential designation must be present in the cover letter **and** on the first page, and every subsequent page that contains confidential information. Each copy of the confidential version should be marked as follows:

DOCKETS WITH PROTECTIVE ORDERS

“Designated information is confidential per protective order in Docket (*fill in docket number*)”

| or |

“Designated information is highly confidential per protective order in Docket (*fill in docket number*)”

DOCKETS WITHOUT PROTECTIVE ORDERS

“Designated information is confidential per WAC 480-07-160”

| or |

“Designated information is highly confidential per WAC 480-07-160”

All confidential information shall be highlighted with no more than 20% grey shading to indicate withheld information

FILING CONFIDENTIAL DOCUMENTS

FORMATTING REQUIREMENTS

- Proper confidential designation
 - *Must be present in the cover letter **and** on the first page and every subsequent page that contains confidential information*
- 20% or less gray shading over sensitive information
- Searchable .pdf format
- Filed separately from redacted document(s)

2 SEPARATE DOCUMENTS

- Redacted copy
- Highly confidential copy



FILING HIGHLY CONFIDENTIAL DOCUMENTS

FORMATTING REQUIREMENTS

- Proper confidential designation
 - *Must be present on the first page and every subsequent page that contains confidential information*
- 20% or less gray shading over sensitive information
 - *A clear distinction between confidential and highly confidential material must be present*
- Searchable .pdf format
- Filed separately from redacted document(s)

2 SEPARATE DOCUMENTS

- Redacted copy
- Highly confidential copy

TOP SECRET

FILINGS WITH BOTH CONFIDENTIAL AND HIGHLY CONFIDENTIAL DOCUMENTS

FORMATTING REQUIREMENTS

- Proper confidential designation
 - *Must be present on the first page and every subsequent page that contains confidential information*
- 20% or less gray shading over sensitive information
 - *A clear distinction between confidential and highly confidential material must be present*
- Searchable .pdf format
- Filed separately from redacted document(s)

3 SEPARATE DOCUMENTS

- Redacted copy
- Confidential copy
- Highly confidential copy



SUBMITTING INFORMAL DOCUMENTS

The commission prefers that all submissions come through the Records Center portal, however, they can be submitted to the commission using any of the following methods:

- Comment form on UTC website
- Telephone
- Letter
- Email
- Courtesy window (in person)



INFORMAL SUBMISSIONS INCLUDE

- Consumer complaints
- Public comments on an item at an open meeting
- Oral or written comments from a non-party in an adjudication
- Information letters from regulated companies
- General correspondence not related to a docketed item

