

STEPS FOR ELECTRONIC FILING

If you have any questions or problems please contact Jennifer Meas, 360-786-6697, Meas.Jennifer@leg.wa.gov; or Lauren Arndt, 360-786-6698, Lauren.Arndt@leg.wa.gov.

Step 1: Complete the registration letter, sign it, and *mail the *hard copy** to the office of the code reviser. Emailed copies will not be accepted without prior approval for an urgent filing need. **Agencies must be registered to efile, and the email must be current and valid, before they may use the efile system.**

PRINT ON AGENCY LETTERHEAD

[Date]

Office of the Code Reviser
Electronic Filing
P.O. Box 40551
Olympia, WA 98504-0551

The **[name of agency]** would like to participate in the electronic filing of Washington State Register documents. This document serves as the official notification authorizing the electronic filing of documents that will appear in the Washington State Register. I understand that the **[name of agency]** must electronically affix my name, or the name I designate, to the CR-forms or miscellaneous types of documents as an official signature.

I understand that a document filed electronically must be sent to EFILEWSR@leg.wa.gov. I also understand that an electronically filed document will not be considered received by the office of the code reviser until the document successfully reaches the above e-mail address. The **[name of agency]** assumes the responsibility of making sure that any time critical documents arrive at the office of the code reviser according to the schedule specified in WAC 1-21-040. The document date and time will reflect when it arrived at the office of the code reviser's e-mail address.

For security purposes the **[name of agency]** requests that each electronically filed document be returned to the e-mail address listed below. I am requesting this be done so each document can be authenticated by the **[name of agency]**.

[e-mail address]

[name of e-mail recipient]

[phone () ___-___]

Sincerely,

[Name]

[Title, director, commissioner, president, etc.]

Please return the signed form to the Office of the Code Reviser, P.O. Box 40551, Olympia, WA 98504-0551 by regular or campus mail. Faxed or e-mailed copies of this document will not be accepted. **A copy of this form must be on file before an agency can begin electronic filing.**

leg.wa.gov/CodeReviser/Pages/Washington_State_Register.aspx

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WASHINGTON STATE LEGISLATURE

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Office of the Code Reviser
 Legislature Home > Code Reviser > Washington State Register

Washington State Register - Current through February 7, 2024 and 24-04 register issue.
 The Statute Law Committee declares that the certified PDF Register documents on the Code Reviser's website constitute the official publication of the Washington State Register.

Electronic Filing
 Click here to file electronically with the Washington State Register

Procedures (PDF, PowerPoint Presentation)
 Registration Letter
 Filing Instructions

Find information in the Register:
 Agency/WAC Title List (View all filings and title of a specific agency)
 Index (If you know the subject matter)
 Register Issues (View documents by issue or by agency)
 Specific Type of Filing (View all types of filings for a particular issue)
 WAC/WSR Table (If you know the WAC number)


Jump to a specific WSR document:



Calendars:
 Closing Date
 Preproposal Closing Date

CR-Forms (in Microsoft Word):	Templates (in Microsoft Word):	Reports:
CR-101	Correction of Public Meeting	Agency Rule-making Activity Report
CR-102	Notice of Public Meetings	Maximum Interest Rate
CR-103E	Public Records Officer	Public Records Officers
<u>CR-103P</u>	Rules Coordinator Designation	Quarterly Reports
CR-105		Rules Coordinators

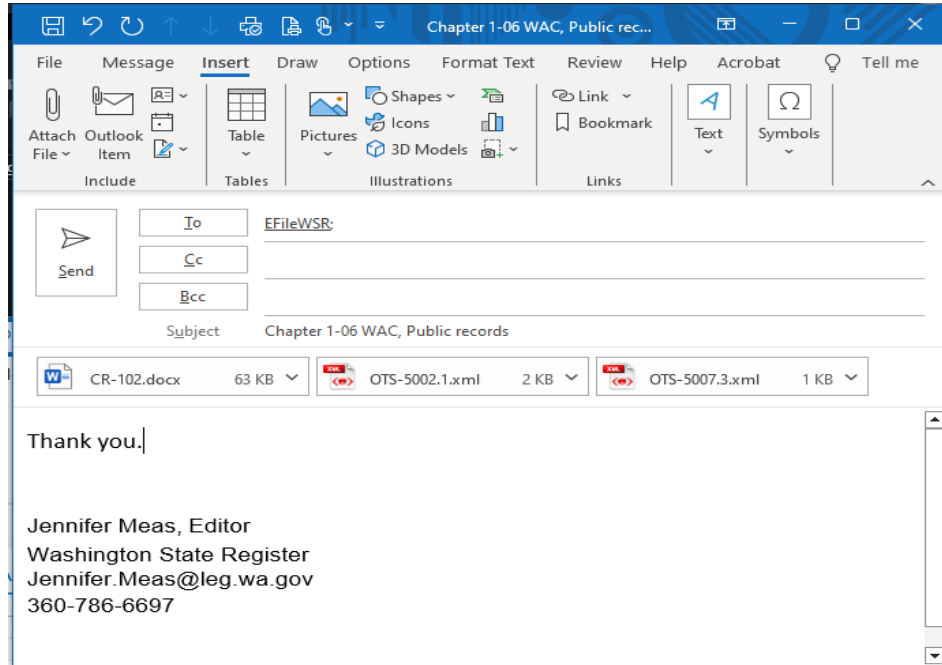
WSR Links
Acts:
 Admin. Procedure Act
 Open Pub. Meet. Act
 Reg. Fairness Act
 Rule-making Proced.
Miscellaneous:
 Basic Filing Procedures
 Campus Parking Map
 Contact the Editor
 Description
 Flow Chart
 Instructions on Style
 Most Asked Questions
 Official Publication
 Statement
 Rule Making 101
 Specialty Publications

Step 2: Complete the appropriate CR-form (available on the office of the code reviser's web site at http://www.leg.wa.gov/CodeReviser/Pages/Washington_State_Register). You must insert the official signature image. To do so, scan the signature, crop it down to size, save it as a .tiff file, then insert that file (picture) into the signature box.

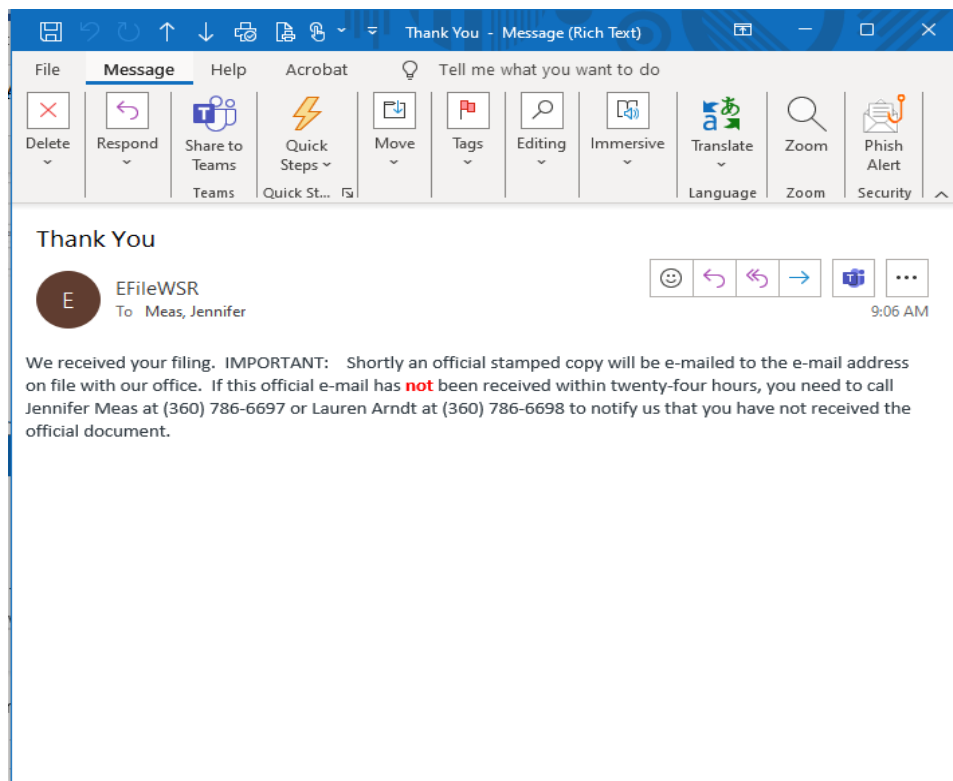
PREPROPOSAL STATEMENT OF INQUIRY		CODE REVISER USE ONLY
 <p>CR-101 (October 2017) (Implements RCW 34.05.310) Do NOT use for expedited rule making</p>		
Agency: _____ Subject of possible rule making: _____		
Statutes authorizing the agency to adopt rules on this subject: _____		
Reasons why rules on this subject may be needed and what they might accomplish: _____		
Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies: _____		
Process for developing new rule (check all that apply): <input type="checkbox"/> Negotiated rule making <input type="checkbox"/> Pilot rule making <input type="checkbox"/> Agency study <input type="checkbox"/> Other (describe) _____		
Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting: _____		
Name: _____ (If necessary) Address: _____ Phone: _____ Fax: _____ TTY: _____ Email: _____ Web site: _____ Other: _____		Name: _____ Address: _____ Phone: _____ Fax: _____ TTY: _____ Email: _____ Web site: _____ Other: _____
Date: _____ Name: _____ Title: _____		Signature: _____ Place signature here

PREPROPOSAL STATEMENT OF INQUIRY		CODE REVISER USE ONLY
 <p>CR-101 (October 2017) (Implements RCW 34.05.310) Do NOT use for expedited rule making</p>		OFFICE OF THE CODE REVISER STATE OF WASHINGTON FILED DATE: March 19, 2019 TIME: 4:34 PM WSR 19-07-076
Agency: Office of the Code Reviser Subject of possible rule making: Amending chapter 1-21 WAC, Rule making, with changes including, but not limited to, formatting and style, contact information, and electronic filing protocol.		
Statutes authorizing the agency to adopt rules on this subject: RCW 1.08.110, 34.05.210, 34.05.385, and 34.08.030.		
Reasons why rules on this subject may be needed and what they might accomplish: The office of the code reviser intends to update rules to establish: Acceptable phone and email contacts for all correspondence; protocol for electronic filing when email or computer systems are unavailable; the process for correcting or withdrawing documents already submitted to the Washington State Register; a permanent mailing address for the joint administrative rules review committee; and appropriate style and formatting including point size, fonts, and the use of subheads.		
Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies: None.		
Process for developing new rule (check all that apply): <input type="checkbox"/> Negotiated rule making <input type="checkbox"/> Pilot rule making <input checked="" type="checkbox"/> Agency study <input type="checkbox"/> Other (describe) _____		
Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting: _____		
Name: Jennifer Meas, Editor, Washington State Register Address: P.O. Box 40551, Olympia, WA 98504-0551 Phone: 360-786-6697 Fax: _____ TTY: _____ Email: Jennifer.Meas@leg.wa.gov Web site: _____ Other: _____		Name: _____ (If necessary) Address: _____ Phone: _____ Fax: _____ TTY: _____ Email: _____ Web site: _____ Other: _____
Date: March 19, 2019 Name: Kathleen Buchli Title: Code Reviser		Signature: 

Step 3: Email to EFILEWSR@leg.wa.gov: The CR-form; OTS pdf(s) from our Order Typing Service provided to agencies for free; or any Word attachments to the CR form, such as hand-typed WAC language. In the subject line, use a descriptor that helps you track the email. Be sure to use Final OTS version attachments. If you do not use OTS for rule drafting, your document pages will not reflect as being typed by OTS and will need to meet the page requirements in WAC 1-21-040.



Step 4: You will receive a confirmation email that your email has been received by our office. This confirmation email will be sent back to the sender's email address. **Please note: If your filing is time sensitive and you have not received a confirmation email, please contact us immediately for assistance.**



Step 5: Once your document has been reviewed for minimum compliance with the Administrative Procedure Act, a stamp will be attached, and the Word CR form and any Word attachments will be saved as .pdf documents. These .pdf documents will be sent back to the email address that was provided on the registration letter and all proposals, withdrawals, expedited rules, permanent rules, and emergency rules will also be sent to the joint administrative rules review committee (JARRC). Print the .pdf official documents to keep in your rule-making file.

