

# STYLE AND FORMAT

**Statutory authority.** The Washington Administrative Code is prepared by the code reviser from the original rules filed by the various state agencies with the code reviser's office under the Administrative Procedure Act, chapter 34.05 RCW; the State Register Act, chapter 34.08 RCW; and the Open Public Meetings Act, chapter 42.30 RCW.

**Code titles.** A title number has been assigned to each rule-making agency, with the exception that a few subordinate boards and commissions are codified under the title number assigned to their principal agency. A list of all code titles and an index of agencies appear in the preface.

**Numbering system.** The number of each section of this code is made up of three elements, in sequence as follows:

Number of title, number of chapter within the title, and number of section within the chapter. For example, WAC 4-08-030 is Title 4, chapter 8, section 030. The section element of the number (-030) is originally a three-digit number and allows for numbering new sections to be inserted between old sections already consecutively numbered merely by adding a digit at the right-hand end of the number. Section numbers can be three to six digits.

**Locating a rule.** The pattern of the code, division of subject matter into the respective titles, and sequence of subjects within titles and within chapters are designed for easy reference and pursuit in research. The number of the title containing the principal subject of a desired rule may be located by a review of the names of the titles into which the code is divided, a full listing of which is set forth in the preface of this volume; then using the listing of chapters that appears at the commencement of that title to locate the chapter in which the subject is most likely to appear; and then using the listing of sections at the commencement of the chapter to locate the particular rule desired.

**Index.** A subject matter index directing the user to the chapter within which the rule may be found appears in the document captioned Index.

**History notes.** The source and effective date or filing date of each section is given within brackets at the end of each section. As originally published, this code contained only the current rules of each agency at the time of publication of each volume. As those rules from time to time have been amended or repealed, and as new rules are adopted, supplementation has included such revisions, together with appropriate historical notes.

If only a part of a rule is to be reflected in a particular WAC section, the history note reference will be followed by the word "part."

**How to cite.** Cite this code as WAC; for example "WAC 4-08-030," or, if citing an entire chapter, "chapter 4-08 WAC."

**Judicial notice.** RCW 34.05.210(9) provides that judicial notice shall be taken of rules filed and published as provided in RCW 34.05.210 and 34.05.380.

**Superseded or repealed material.** Memorials to chapters or sections repealed or decodified appear in numerical order preceding their former title or chapter in tables entitled "Disposition of chapters/sections formerly codified in this title/chapter." Rules that have been superseded or repealed are not forwarded to new subscribers as part of the code. Material from previous editions of the code that subsequently becomes superseded should probably be retained by the subscriber as it may prove useful for future reference.

**Errors or omissions.** Although great care has been used in the production of this code, within the range of available time and facilities, it is inevitable in so large a work that there will be errors, both mechanical and of judgment. In addition, most large texts, including the WAC, are stored and manipulated in a computer support system. As these computer systems are upgraded, modernized, or reengineered, a possibility of error in table alignment, formulae, and graphic material and error in other technical matters may be introduced. When users of this code detect errors, a note citing the section involved and the nature of the error may be mailed to the Code Reviser, PO Box 40551, Olympia, Washington 98504-0551, so that corrections may be made in a subsequent publication.