

## TWENTY MOST ASKED QUESTIONS

1. **What is the difference between the adoption date and the effective date?** The adoption date is the date the rule is adopted by your agency (not necessarily the date filed in the office of the code reviser). The effective date is determined by when the adopted rule is filed with the office of the code reviser. An emergency rule is effective upon filing with the office of the code reviser and is in effect for 120-days. A permanent rule is effective 31-days after filing with the office of the code reviser. **Warning:** You **cannot** adopt a permanent rule before the date stated on the proposal (CR-102), so make sure that the date on the CR-102 reflects the adoption date **not** the effective date.
2. **What is the cut-off date?** This date is the specific date that we stop receiving filings for a specific issue of the Register. Please refer to the calendar of closing dates to find the specific closing date of each Register. **Reminder:** The time of closing is **12 noon** on the closing date.
3. **How many copies do I need to file with the office of the code reviser (if I'm not using the electronic filing system)? If you use the electronic filing system, the JARRC copies will automatically be forwarded to them.**

CR Form Number	Form Title	Include WAC text with Filing?	Total Copies Needed for Date Stamp: <b>An Original Plus...</b>	Distribution of Copies...		
				<u>Code Reviser</u> <b>An Original Plus:</b>	<u>JARRC</u> Receives:	<u>Agency</u> Keeps:
101	Preproposal Statement of Inquiry	No	3 copies	2 copies	0	1 copy
102	Proposed Rule, Original Notice	Yes	6 copies	2 copies	3 copies	1 copy
102	Proposed Rule, Supplemental	Possibly	6 copies	2 copies	3 copies	1 copy
102	Proposed Rule, Continuance/Without text	No	3 copies	2 copies	0	1 copy
102	Proposed Rule, Continuance/With text	Yes	6 copies	2 copies	3 copies	1 copy
103P	Rule-Making Order, Permanent	Yes	6 copies	2 copies	3 copies	1 copy
103E	Rule-Making Order, Emergency	Yes	6 copies	2 copies	3 copies	1 copy
105	Expedited Rule Making	Yes	6 copies	2 copies	3 copies	1 copy
---	Withdrawal (use agency letterhead)	No	4 copies	2 copies	1 copy	1 copy
---	Notice of Public Meeting (agency letterhead)	No	3 copies	2 copies	0	1 copy
---	Miscellaneous filings (agency letterhead)	No	3 copies	2 copies	0	1 copy

4. **What is the office of the code reviser's location?** The office of the code reviser is located in the Pritchard Building on the second floor; or you can mail your filing to:

Office of the Code Reviser  
Washington State Register  
415 15th Avenue S.W.  
P.O. Box 40551  
Olympia, WA 98504-0551

**(make sure it arrives in our office in time to make the 12 noon deadline on cut-off days)**

5. **What is the Joint Administrative Rules Review Committee's (JARRC) address and phone number?**

JARRC  
P.O. Box 40466  
Olympia, WA 98504-0466

**Contact:**

House of Representatives: Michaela Murdock, Counsel at 786-7289 or  
Jane Plant, Legislative Assistant, 786-7397

Senate: Diane Smith, Counsel at 786-7410 or  
Ariel Kennedy, Committee Assistant, 786-7430

6. **Can I do an emergency rule and a permanent rule on the same CR-103 form?** No, emergency and permanent rules are totally separate and need to be treated as such.

7. **What is the correct way to cite a WAC or RCW number or a session law citation?**

Example: WAC	Complete number	WAC 1-11-111
	Chapter number	chapter 1-11 WAC
	Title number	Title 1 WAC
RCW	Complete number	RCW 1.11.111
	Chapter number	chapter 1.11 RCW
	Title number	Title 1 RCW
Session Law	section 1, chapter 1, Laws of 20XX sp. sess. (use only if an RCW number has not been assigned)	

8. **What is Order Typing Service (OTS)?** OTS is a cooperative effort between the office of the code reviser and state rule-making agencies to prepare new, amendatory, and repealed rules with minimum effort. This service is provided at no charge to rule-making agencies for their convenience in preparing their proposed and adopted rules.

9. **When is my permanent rule effective?** If you have marked the box "31 days after filing," the day after you file the rule is day 1, you count to thirty days, and on the thirty-first day your rule is effective.

10. **When can I get an engrossed copy of my permanently adopted rule?** As a rule of thumb, the office of the code reviser tries to complete the permanent rules within four weeks after each Register cut-off date. Please feel free to call (360) 786-6687 to check on the status of your rules.

11. **Can I file more than one section or chapter on a single CR-form?** Yes, use attachments to give specific information on each section or chapter. Use separate CR-forms when the hearing dates differ for individual sections or chapters.

**Example:** You have multiple sections on a CR-102 form, each with a different purpose. In the area on the CR-102 form labeled "Purpose," write "see attachment." On the attachment write the WAC section number, then describe the purpose for that section, then write the next WAC number and describe its purpose and so on.

Attachment to CR-102

Purpose: WAC 1-11-111, to make housekeeping changes; WAC 1-11-112, to change the fee from \$12 to \$14; and so on.

12. **During the hearing, my agency made some revisions to our OTS copy. Can I just hand-write these changes on the OTS copy and file that with your office?** The office of the code reviser requests that you resubmit the changes to OTS and have these done in the computer. That way you have a perfected OTS copy to file permanently. These are legal documents that the courts and public have access to. They need to be clean, clear, and typewritten.

13. **On my original proposal, I proposed ten sections. During the hearing my agency decided to adopt five of these sections and continue or withdraw the rest. Is this acceptable?** Yes, but please be sure to file your continuance or withdrawal with the office of the code reviser.

- 14. I am hand-typing multiple amendatory sections and all the amendatory strings are the same. Do I have to type an amendatory string at the top of each section or will typing it on the first one do?** You need to type the amendatory string on the top of each section. This rule also applies to new sections. The words NEW SECTION needs to appear before each section. See RCW 34.05.395.
- 15. When I hand-type an amendatory section, where do I get the amendatory string?** The amendatory string is produced from the last permanent filing of that section.
- Example:** AMENDATORY SECTION (Amending WSR 90-01-001, filed 1/1/90)
- Note: If the last permanent filing was before 1977 and there is no WSR number, you would use the order number, resolution number, etc.).
- Example:** AMENDATORY SECTION (Amending Order 000, filed 1/1/76)
- 16. I was looking at my filing in the Washington State Register and noticed that after my section there was a Reviser's Note. What do I do?** We put a reviser's note on a section when we notice an error in that section. To find out the error or errors that we noticed, call us at (360) 786-6697 and we will be glad to help you correct the problem.
- 17. I filed a rule with the office of the code reviser and a few days later I noticed an error in it. Can I correct it?** When you file with our office, your rule should be in final form. Take time to read over the text to check for errors before you file it. In the editing process, there are a few things we can correct. Please feel free to call (360) 786-6697 to see if the error is one we can correct.
- 18. Is there anywhere on the Internet where I can look at Register documents?** Yes. The web address is <http://www.leg.wa.gov/CodeReviser/>. At this site you can look at and search the Washington State Register, RCW, and WAC. In the Register area at this site, you will also find the current and historic WAC/WSR table and index, current rules coordinators and public record officers, the closing date calendars, agency to WAC table, the basic filing procedures, quarterly rule-making reports, and the state maximum interest rate.
- 19. It is cut-off day and I have a notice to file, but I don't have it finished yet. I have completed the CR-102 form, but I am still working on the text of the rule. Can I file the CR-102 form today and bring you the text tomorrow?** No. We can only accept complete filings. Once a rule is filed with us, you cannot add to it. I would suggest that if at all possible, you try to file your rules earlier than the cut-off day, so that if there is a problem that makes it impossible for us to accept the filing, it can be corrected before the deadline.
- 20. I have to file a rule and just don't know where to start. What do I do?** Please call the office of the code reviser at (360) 786-6697. We are glad to help you with the filing process.