

## Purpose of rule making

An opportunity for an agency to get public comments on how to carry out laws passed by the Washington Legislature.

## Overview of the standard rule making process

**Step 1:** The department files form CR-101 and holds a public meeting where individuals can submit public comments on the topic of the proposed rule making.

**Step 2:** The department incorporates the feedback into the rule based on the comments, files the proposed rule (form CR-102) and holds a public hearing where the public can submit comments about the proposed rule. Then, the department revises the rule based on the comments received.

**Step 3:** The department finalizes the proposed rule (filing form CR-103).

You can find the rule making agenda here: [dor.wa.gov/RuleMakingAgenda](https://dor.wa.gov/RuleMakingAgenda)

## How can I participate in the rule making process?

You can submit your comments in writing or by giving spoken testimony during the public meeting/public hearing for the rule. Sign up to get the dates and times of these meetings, along with other rule updates, at: [dor.wa.gov/Subscribe](https://dor.wa.gov/Subscribe)

## Can I submit my comments in writing?

Yes, the department encourages people to submit written comments. Whether written or verbal, the most helpful comments clearly communicate and support your position, and if you are for or against the proposed action. Here are some helpful tips to keep in mind when providing comment:

- 1. Plan ahead.** Planning ahead helps ensure that you submit your comments well before the submission deadline.
- 2. Contact the department.** If you have questions, or if you do not understand a part of the proposed rule, please reach out to the contact listed on the CR-101 or CR-102 form.
- 3. Identify the issues.** In your comments, clearly identify which issues you are commenting on in the proposed rule. If available, provide the page number or paragraph subsection.
- 4. Selection is fine.** You do not have to comment on every section in the proposed rule. You may select the issues on which you wish to comment.
- 5. Address specific department requests.** The department often requests comments on specific parts of proposed rules. This may be a helpful place to focus your comments.
- 6. Details, details.** Constructive, detailed comments (positive or negative) are most helpful. If you agree with a proposed action, your comments are helpful to show that the public wants or needs the proposed action. If you disagree with a proposed action, suggest an alternative (including not regulating at all) and include an explanation of how the alternative might meet the same objectives or be more effective. Evidence-based information or examples are particularly helpful.
- 7. Submit comments.** Send your written comments to the contact listed on the CR-101 or CR-102 form.

## I want to provide spoken testimony during the public meeting/public hearing, what should I do?

Look at the tips above and plan what you would like to say. Be ready to introduce yourself and state whether you intend to testify. Keep in mind that all public meetings/public hearings will be recorded, but the department will usually request that you submit your comments in writing after the meeting as well.