

LOBBYING REGISTRATION AND REPORTING FAQ

The Washington Suburban Sanitary Commission (WSSC) Code of Ethics requires lobbyists to register and to file reports with the Board of Ethics regarding lobbyist activity at WSSC. This FAQ sheet was compiled to assist lobbyists with these requirements.

Question: Who must register as a Lobbyist?

Answer: Generally, any individual or organization that communicates with a Commissioner or WSSC employee to influence executive or administrative action by WSSC. For monetary thresholds and other specific requirements, please refer to Article 6 of the WSSC Code of Ethics.

Question: When must a lobbyist register with WSSC?

Answer: Preferably prior to the commencement of any lobbying activity, but in any event, not later than five days after an individual or organization undertakes activity which qualifies it to file the lobbyist registration.

Question: To whom should I send the lobbyist registration and reporting forms?

Answer: Please mail all forms to the Board of Ethics, c/o Ethics Officer, Washington Suburban Sanitary Commission, 14501 Sweitzer Lane, Lobby Level 1025, Laurel, MD 20707.

Question: When are the bi-annual lobbyist reporting forms due?

Answer: For the July 1st through December 1st reporting period, the reporting forms must be filed by January 31st. For the January 1st through June 30th reporting period, the forms must be filed by July 31st.

Question: Will the lobbyist reporting forms be made available on WSSC's website?

Answer: Yes, the forms can be found on WSSC's website by going to the Board of Ethics page under the "About Us" heading and selecting the Lobbyist Registration Information link.

Question: Where can I obtain a copy of the Code of Ethics?

Answer: The Code of Ethics is available on the Board of Ethics page on the WSSC website. Hardcopies are available for a fee from the Ethics Office.