



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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November 29, 2007

Ms. Susan Leckband, Chair
Hanford Advisory Board
713 Jadwin Avenue, Suite 4
Richland, Washington 99352

Re: Response to Hanford Advisory Board Advice #202 – Clarity and Readability of Agency Reports

Dear Ms. Leckband:

Thank you for your letter to Director Jay Manning regarding clarity and readability of our reports. We appreciate the time and effort you put into crafting your advice.

In 2003, Governor Gregoire issued an Executive Order that required all state agencies to use basic principles in writing public documents so they are clearly legible and understandable to the general public. We have taken steps to ensure that all Ecology employees are trained to apply those principles to all of our documents.

One of the principles is to use tables and graphs appropriately to make technical information easy to understand.

Our policy at Ecology is that all documents posted to our website, or made available in any form to the public, are taken through the "Plain Talk" process first. We are making every effort to ensure that Ecology is on board in the effort to assist the public to understand what we are doing to protect and improve the environment.

When posting longer documents on the website, we bookmark pages of PDF files for ease of viewing, and hyperlink to referenced figures and tables. We create hyperlinks when other documents are referenced when possible.

Writing in Plain Talk is about more than just writing well and we encourage the Hanford Advisory Board members to visit the Plain Talk website at:

<http://www.accountability.wa.gov/plaintalk/ptguidelines/default.asp>

Sincerely,

Jane A. Hedges
Program Manager
Nuclear Waste Program

cc: Elin Miller, EPA Region 10
Dave Brockman, USDOE-RL
Shirley Olinger, USDOE-ORP

