



Chapter 20: Public Information, Records, & Publications

Executive Policy 20-02

Resource Contact: Plain Talk Coordinator **Established:** August 16, 2005

References: Policy 20-04
Policy 4-02
[Ecology's Plain Talk Web Site](#) **Revisions Effective:** June 12, 2007

Establishing Plain Talk at Ecology

Purpose: To require the use of Plain Talk principles in Ecology's internal and external written communications.

Application: This policy applies to all Ecology written communications as noted below, and to all represented and non-represented Ecology employees. Represented employees shall refer to the Collective Bargaining Agreement provisions that may supersede any portion of this policy.

1. Ecology Documents Are Clear for the Intended Audience to Understand.

Examples include but are not limited to:

- Letters
- Instructions and forms
- Focus sheets
- Fact sheets
- Public notices
- Reports
- Web pages
- Presentations
- Permits
- Templates or boilerplates

Ecology's Clear Writing Guidelines (available on the agency's Intranet) set the standards:

- [Daily and Executive Correspondence Expectations](#)
- [Publication Expectations - Best Practices for Clear Writing](#)

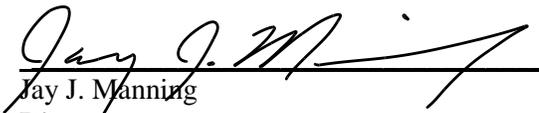
2. Ecology Managers Ensure Plain Talk is Part of the Work Done in Their Programs.

3. Each Program Has a Plain Talk Lead and Process.

Program Managers appoint plain talk leads to help develop and apply the Plain Talk process in their programs.

4. The Director Appoints the Plain Talk Coordinator.

The Director, with input from the Senior Management Team, appoints an agency Plain Talk Coordinator. The Coordinator oversees the agency's efforts to carry out the Plain Talk Executive Order, 05-03.

Approved: 
Jay J. Manning
Director

[Return to Table of Contents](#)