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Secretary of Transportation

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Date

## **Environmental Policy Statement**

### **I. Introduction**

Washington state law directs the Washington State Department of Transportation (WSDOT) “to enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment” (Revised Code of Washington [\[RCW\] 47.04.280\(1\)\(e\)](#)).

The purpose of this Secretary’s Executive Order is to provide clear direction on meeting WSDOT’s environmental responsibilities. Our employees support the state’s goal of enhancing Washington’s quality of life by following sound environmental protection practices in the planning, design, construction, operation, and maintenance of WSDOT’s transportation systems and facilities.

#### **A. Supersession**

This Secretary’s Executive Order supersedes and replaces the prior version with the same title, dated April 7, 2009. All references to the superseded E 1018.01 now reference E 1018.02.

#### **B. What Has Changed**

This revision makes the following changes:

- It rewrites the introduction in section I.
- It combines the previous sections II, III, and IV into rewritten sections II and III that provide additional direction.
- It adds new sections IV and V to provide contact information and a references list.
- It updates section VI using the current review and update requirements language.

### **II. Secretary’s Executive Order**

WSDOT’s employees are directed to conduct business in a safe, secure, and environmentally sustainable manner that protects the human and the natural environment of the state.

Our efforts are guided by our agency’s sustainability value and our goal for environmental stewardship:

- WSDOT will make decisions and take actions that promote the conservation of resources for future generations by focusing on the balance of economic, environmental, and community needs (WSDOT’s Sustainability Value).

- WSDOT will promote sustainable practices to reduce greenhouse gas emissions and protect natural habitat and water quality (Results WSDOT).

To meet these expectations, it is necessary for WSDOT to work with our communities, regulators, and transportation partners. WSDOT will strive to:

- Engage all communities that are likely to be affected by proposed transportation plans and projects, including minority and low income populations and those with limited English proficiency.
- Work with the tribes and federal, state, and local agencies to adequately protect our state's natural and cultural resources.
- Bring benefits to the environment and our citizens' health and safety as we deliver and operate the state's transportation systems and services.

All employees should be aware of WSDOT's commitment to environmental stewardship, compliance with legal and other requirements, prevention of pollution, and continual improvement. Employee activities that relate to this Secretary's Executive Order include, but are not limited to, project delivery, maintenance, environmental impact avoidance and mitigation, and compliance with environmental laws, commitments, and agreements.

Environmental stewardship is fundamental to the Practical Solutions approach. WSDOT's environmental staff contributes to the multidisciplinary teams implementing practical solutions. The expectation is that plans, projects, and activities consider the surrounding cultural, historic, and environmental context. To ensure full accountability and efficiency, we regularly report our environmental performance, and we strive for the most effective and efficient environmental review and approval processes. Employees are encouraged to apply Lean (efficiency) principles to achieve improvements in our overall environmental performance.

WSDOT strictly adheres to the agency's Environmental Compliance Assurance Procedure, per [RCW 47.85.040](#) *Environmental training and compliance* regarding transportation project delivery and review.

### **III. Information to Carry Out This Secretary's Executive Order**

#### **A. Management Responsibilities**

Managers will provide the direction and resources necessary so employees who are responsible for environmental stewardship and compliance can effectively implement WSDOT's environmental procedures. This includes addressing all potential non-compliance events in a timely manner and taking steps to prevent recurrence (per [RCW 47.85.040](#)).

#### **B. Employee Responsibilities**

All WSDOT employees are expected to:

- Participate in training concerning the department's environmental stewardship responsibilities as appropriate to their job functions.
- Be familiar with and adhere to all environmental commitments, policies, and procedures applicable to their activities.

- Effectively communicate environmental compliance concerns as well as opportunities to increase the effectiveness of WSDOT’s environmental practices with their coworkers, supervisor, and appropriate environmental staff.

WSDOT employees assigned to environmental positions are further directed to:

- Communicate to contractors, consultants, and other partners the best management practices, safety and environmental hazards, and compliance requirements WSDOT has established.
- Consistently report compliance concerns and review environmental performance measures as a basis to continually improve the department’s environmental performance.
- Maintain, and regularly update, familiarity with the environmental protection policies and procedures associated with their work.
- Effectively implement WSDOT’s environmental procedures and, when necessary, confirm appropriate action is taken to remedy non-compliant work (per [RCW 47.85.040](#)).

WSDOT project engineers and environmental managers are further directed to recognize, remedy, report, and document environmental non-compliant work during construction by consistently following WSDOT’s Environmental Compliance Assurance Procedure.

## **C. Resources and Other Information**

### **1. Environmental Contacts**

WSDOT has environmental experts throughout the agency. Statewide policy and procedures are set by the following offices: Environmental Services, Local Programs, Maintenance Operations, and Ferries. In addition, designated environmental staff in the regions and modes work closely with headquarters and serve as the primary source of environmental support for region and modal activities and project delivery. For a list, refer to the [Environmental Contacts](#) web page.

### **2. Environmental Manual M 31-11**

WSDOT’s [Environmental Manual](#) M 31-11 provides guidance for complying with federal, state, and local environmental laws and regulations and agency policies during all phases of the transportation decision-making process. The [Environmental Manual](#) is referenced in other agency manuals to provide consistency across all program areas. The manual is supported by online technical guidance and tools to help regional and modal staff and consultants fulfill environmental requirements.

### **3. Environmental Compliance Assurance**

WSDOT programs and projects maintain an environmental compliance data system to track permit conditions, environmental commitments, and violations. WSDOT construction and maintenance programs follow the Environmental Compliance Assurance Procedure (ECAP) to ensure appropriate action is taken to recognize, remedy, report, and document potentially non-compliant work. Annual compliance

is reported in the *Gray Notebook* and a separate report on all violations is delivered to the Legislature each year on March 1st.

Washington State Ferries follows similar procedures outlined in the Safety Management System.

#### **4. Environmental Training**

WSDOT supports and delivers quality training in environmental procedures and permit requirements. For more information, see the [Environmental Training](#) web page.

### **IV. Contact for More Information**

For questions or concerns about this Secretary's Executive Order, contact the Headquarters Environmental Services Office by phone at 360-705-7480 or contact statewide environmental managers shown on the [Environmental Contacts](#) web page.

### **V. References**

- [RCW 47.85.040](#) *Environmental training and compliance*
- [Environmental Manual](#) M 31-11
- [Local Agency Guidelines](#) M 36-63
- [Construction Manual](#) M 41-01, Section SS 1-07.5, Environmental Regulations, Environmental Compliance Assurance Procedure
- Secretary's Executive Order [E 1028](#) *Context Sensitive Solutions*
- Secretary's Executive Order [E 1031](#) *Protections and Connections for High Quality Natural Habitats*
- Policy Statement [P 2038](#) *Wetlands Protection and Preservation*

### **VI. Review and Update Requirements**

When changes are necessary to update this document, inform the Assistant Secretary of Engineering and Regional Operations.

The Assistant Secretary of Engineering and Regional Operations reviews this document periodically and proposes updates to the Secretary of Transportation for approval.

### **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.