

# DEPARTMENT OF ENVIRONMENTAL QUALITY

## OFFICE OF PLANNING & PUBLIC AFFAIRS

### FY 2009 GOALS

#### PPA MISSION:

Enhance the effectiveness of the Department and Divisions by partnering in community relations, media relations, pollution prevention, public education, planning, business assistance, and environmental justice.

#### ENVIRONMENT

#### PPA STRATEGIC GOAL #1:

Partner with the Department and Divisions in planning and policy initiatives.

#### PPA PLANNING GOALS:

1. Provide planning support to statewide initiatives.

##### Measures:

- a. Coordinate UDEQ participation in Utah Quality Growth Commission, Envision Utah and others opportunities that arise.
- b. Coordinate information and issues from statewide initiatives through appropriate UDEQ channels.

2. Provide planning support for UDEQ initiatives.

##### Measures:

- a. Maintain community-based planning efforts.
- b. Identify and implement pollution prevention cross-media projects.<sup>P2</sup>
- c. Incorporate environmental indicators into Local Health Department contracts and the Performance Partnership Agreement (PPA).
- d. Coordinate completion of the FY 2009 PPA.
- e. Coordinate completion of End-of-Year report for FY 2008 PPA.

3. Provide policy support for UDEQ initiatives.

**Measures:**

- a. Provide informational and outreach support to stakeholders impacted by UDEQ initiatives.
- b. Assist with Environmental Council of States (ECOS) and other national policy initiatives, as requested.
- c. Increase Clean Utah Participation.

4. Provide support for UDEQ leadership development initiative.

**Measures:**

- a. Coordinate leadership-training classes.
- b. Facilitate follow-up activities in sections and branches as requested.
- c. Coach individual employees as requested.
- d. Research, develop and recommend to management new opportunities.

**PPA STRATEGIC GOAL #2**

Facilitate integration of Pollution Prevention initiatives in UDEQ and throughout the state.<sup>P2</sup>

**PPA POLLUTION PREVENTION ANNUAL GOALS:**

1. Promote and Support Environmental Management Systems (EMS) and Clean Utah Initiatives.

**Objective:**

Improved environmental performance through adoption of sustainable practices by business that can be showcased through Clean Utah.

**Measures:**

- a. Number of Clean Utah new participants.
- b. Number of EMS audits completed

- c. Number of project promotional presentations completed
  - d. Pollution reductions in Utah business industry.
  - e. Pollution reductions at UDEQ.
2. Develop and Support Statewide Partnership Efforts.

**Objective:**

Improved environmental awareness through partnerships with the P2 program and other groups/agencies with similar goals and priorities.

**Measures:**

- a. Number of ongoing partnerships as well as number of new partnerships.
  - b. Number of participants in Utah P2 sponsored conferences and workshops. Effectiveness of the workshops will be demonstrated using evaluation forms.
  - c. Number of P2 award nominations received for annual P2 award recognition program.
  - d. Completion and distribution of EPA P2 measurement tool.
3. Encourage Pollution Prevention to Utah Citizens Through Programs that Target the Reduction of Special Wastes.

**Objective:**

Reduce the amount of contact and improper disposal of wastes that can cause human health concerns and environmental pollution.

**Measures:**

- a. Amount of mercury collected and properly disposed of.<sup>MERC</sup>
  - b. Amount of used oil collected and properly disposed of.
4. Administer P2 grant by Preparing Applications and Quarterly Reports, Monitoring, Budget and Providing UDEQ Oversight for P2 Initiatives.

**Objective:**

Improved tracking of P2 dollars and their effectiveness in preventing pollution.

**Measures:**

- a. Completed grant requirements.
- b. Completed state budget review and planning.
- c. Positive feedback from EPA and state grant/finance offices.

**PPA STRATEGIC GOAL #3:**

Promote a sustainable relationship between economic development and environmental protection by coordinating work with businesses and related organizations.

**PPA SMALL BUSINESS ASSISTANCE GOALS:<sup>SBA</sup>**

- 1. Facilitate the development of the UDEQ business assistance policy.

**Measures:**

- a. Promote public participation through the Compliance Assistance Panel, UDEQ Boards, and other entities.
- b. Coordinate development of consistent business assistance policies within UDEQ and emphasize cross-divisional focus in outreach activities as appropriate.
- c. Maintain Business Assistance home page.
- d. Coordinate with other business assistance providers and professional associations.

- 2. Serve as Small Business Ombudsman for UDEQ.<sup>SBA</sup>

**Measures:**

- a. Assist small businesses with UDEQ permitting process and other programs as needed.
- b. Assist UDEQ divisions with the development of appropriate outreach materials.
- c. Participate in outreach opportunities such as conferences, presentations, etc., to provide information to small businesses.

- d. Participate in pre-design conferences.
- e. Promote cross-media small business assistance within UDEQ.

## **CUSTOMER SERVICE**

### **PPA STRATEGIC GOAL #4:**

Provide public information and participation opportunities.

### **PPA PUBLIC EDUCATION ANNUAL GOALS:**

1. Link public education projects across divisions.

#### **Measures:**

- a. Correlate 1-800 calls and DEQINFO e-mail inquiries to education initiatives.
- b. Incorporate UDEQ initiatives into NEF Debate Program, and other initiatives.
- c. Coordinate redevelopment of UDEQ display and department-wide participation in outreach opportunities.

2. Oversee content and coordinate information dissemination on UDEQ home page.

#### **Measures:**

- a. Serve as UDEQ Webmaster and coordinate internal Web workgroup.
- b. Update UDEQ home page as needed, edit content, standardize pages, and assure that copy is written clearly and concisely, using Associated Press style guidelines.
- c. Finalize update of UDEQ Web standards and revision of the website.

### **PPA COMMUNITY INVOLVEMENT ANNUAL GOALS:**

1. At the request of the Divisions, provide assistance in preparation and implementation of community involvement plans for specific projects and programs.

#### **Measures:**

- a. Conduct training, upon request, on community involvement issues.
- b. Develop plans in conjunction with project or program manager.

- c. Ensure community and other stakeholders are appropriately involved in the development and implementation of community involvement plans.
  - d. Where appropriate, administer survey or other feedback tool at the conclusion of project to gauge success.
2. Ensure Environmental Justice (EJ) issues are incorporated into community involvement plans.<sup>EJ</sup>

**Measures:**

- a. Ensure all segments of impacted community are considered in plan.
- b. Assist with EJ questions as needed in coordination with EPA.
- c. Provide grant information to interested entities.

**PPA MEDIA RELATIONS ANNUAL GOALS:**

1. Upon request, assist PIO with UDEQ media relations.

**Measures:**

- a. Provide back-up to PIO for vacation, sick and training days
- b. Ensure UDEQ media policy is followed.
- c. Encourage reporters to use UDEQ's public information office.

**PARTNERSHIP WITH FEDERAL, STATE, LOCAL, AND TRIBAL GOVERNMENTS**

**PPA STRATEGIC GOAL #5:**

Improve the effectiveness and efficiency of statewide delivery of environmental services by strengthening relationships with all levels of government.

**PPA LHD LIAISON ANNUAL GOAL:**

Amend and update Environmental Service Delivery Plan reflecting partnership initiative.

**Measures:**

- a. Align Environmental Service Delivery Plan with UDEQ Goals and Objectives.

- b. Coordinate signed contracts, MOUs, or updated sections of Environmental Service Delivery Plan.
- c. Coordinate PPA development and EOY Report.

## **EMPLOYEES**

### **PPA STRATEGIC GOAL #6:**

Promote environmental excellence through teamwork and mutual support by providing training and recognition.

#### **Measures:**

- a. Promote value-added roles for PPA staff in department activities.
- b. Provide training.
- c. Recognize teamwork and individual efforts.

### **PPA EMPLOYEE ANNUAL GOALS:**

1. Create training opportunities and support participation in professional organizations.

#### **Measures:**

- a. Provide training.
  - b. Support participation in professional organizations.
2. Use staff meetings to share project information, encourage synergy, and recognize individual and team efforts.

#### **Measure:**

- a. Use formal/informal reward system to recognize and acknowledge individual and group achievements.

## **ENHANCE POLICYMAKERS' UNDERSTANDING OF ENVIRONMENTAL ISSUES**

Facilitate policymakers (Governor's office, Legislators, Elected Officials, and Board Members) as proactive participants in shaping environmental policy.

**Measures:**

- a. Support efforts to apprise Governor's office, Legislators, elected officials, and Board members of important environmental policy issues.