

**DRAFT**

January 5, 2015

Dear Department Head:

At the suggestion of David Twa, County Administrator, I am writing on behalf of the Contra Costa County Hazardous Materials Commission (HMC) concerning the implementation of the County's Environmental Justice policy by (your Department). The HMC has been an appointed advisory board to the Board of Supervisors since 1986. Its mission is to advise the Board of Supervisors on issues related to the management of hazardous materials and hazardous wastes. In 2000 the HMC wrote a report on Environmental Justice that was accepted by the Board of Supervisors. In response, the Board of Supervisors endorsed the County's application of Environmental Justice as defined in the California Government Code and directed the CAO to assemble the appropriate County Departments to work with the HMC to develop and implement policies related to Environmental Justice. The Departments and the Commission completed this work in 2003, and the Board of Supervisors subsequently adopted an Environmental Justice policy in 2003. At the same time they also directed County Departments to implement this policy. The HMC received an update on the implementation of this policy from the CAO in 2008. The HMC recently asked David Twa for another update on the implementation of this policy. He asked Dorothy Sansoe, Senior Deputy County Administrator, to work with the HMC to survey the Departments concerning their implementation of the policy.

The Hazardous Materials Commission would like to know the following information about your Department's implementation of the County's Environmental Justice policy.

1. What is the level of awareness about the requirements of the County's Environmental Justice Policy for your Department's staff?
2. Does your Department have an Environmental Justice Coordinator who ensures the Department is following the Environmental Justice policy?
3. Does your Department have written department-specific procedures for implementing the Environmental Justice Policy?
4. What do you see as the key Environmental Justice issues your Department has to address?
5. How is the Environmental Justice policy applied in specific activities of your Department?
6. What difficulties do you see in implementing the Environmental Justice policy for your Department?
7. What are the opportunities for the public to engage in projects/programs/policies implemented by your Department? How do you make these opportunities consistent throughout the County, and how do you accommodate segments of the community with special needs in terms of their ability to engage?
8. How do you determine who are the members of the community with special needs in terms of their ability to engage?

The HMC would gratefully appreciate a response to these questions by January 30, 2015. They would also appreciate you providing them with a contact from your Department to whom they can address follow-up questions.

Sincerely,

Michael Kent  
Executive Assistant to the Hazardous Materials Commission

cc. everyone