King County
Administrative Policies and Procedures

Executive Orders,
Policies & Procedures

Title	Document Code No.
Clean Air Initiative	PHL 10-1 (AEO)
Department/Issuing Agency: Department of Natural Resources	Effective Date: January 1, 2002
Approved:	

1.0 SUBJECT TITLE: Clean Air Initiative

1.1 EFFECTIVE DATE: January 1, 2002

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: Air Quality, Emissions, Greenhouse Gas, Inventory

2.0 PURPOSE: The Clean Air Initiative establishes Executive Policy to reduce emissions of greenhouse gases and other significant air pollutants from King County operations and to use King County programs and policies to encourage their reduction from other sources in the region.

3.0 ORGANIZATIONS AFFECTED: Applicable to all Executive Departments and Offices.

4.0 REFERENCES:

4.1 Federal Clean Air Act
4.2 Regulations I, II and III of the Puget Sound Clean Air Agency
4.3 County-wide Planning Policies CA-14 and FW-4
4.4 King County Comprehensive Plan, Policies E-110-115

5.0 DEFINITIONS:

5.1 "Air Pollutant" means an air pollutant identified in the Federal Clean Air Act and Regulations I , II or III of the Puget Sound Clean Air Agency. These include fine particulates, nitrogen oxides, volatile organic compounds, carbon monoxide, sulfur dioxide, lead and a large number of toxic chemicals.

5.2 "Air Quality Steering Team" means the Directors of the Departments of Natural Resources and Transportation and the Office of Regional Policy and Planning, or their designees.

5.3 "Carbon Sequestration" means the binding of carbon atoms in soils or plant tissues, which results in their being unavailable for the creation of carbon dioxide or other greenhouse gases.

5.4 "Emission" means a direct or indirect release of any air pollutant or greenhouse gas into the ambient air.

5.5 "Fine Particulate" means any material, except water in an uncombined form, that is, has been or is likely to become airborne, which: exists as a liquid or a solid at a temperature of 68°F (20°C) and a barometric pressure of 29.92 inches of mercury (101.325 kPa); and has an aerodynamic diameter less than or equal to a nominal 2.5 micrometers, as measured according to applicable federal regulations. Fine particulates primarily originate from combustion, including vehicle exhaust, fireplaces and outdoor burning. Many different types of toxic air pollutants are in the form of fine particulates.

5.6 "Green Building Team" means the organization in King County government that oversees implementation of "Green Building" design and construction practices. This role is expected to be formalized through a separate Executive Policy.

5.7 "Greenhouse Gas" means a gas or aerosol that alters the balance of incoming and outgoing energy in the earth's atmosphere in a manner that tends to increase surface temperatures. The three most important greenhouse gases, with the greatest known tendency to increase surface temperatures, are carbon dioxide, methane and nitrous oxide.

5.8 "King County emissions" means emissions from the direct operations of King County government of greenhouse gases and air pollutants that are targeted for reductions under this policy. It does not include emissions from other parties that may be influenced by King County programs or policies.

5.9 "Ozone" means O_3, a molecular form of oxygen, which combines with other pollutants to form what is commonly referred to as "smog". It is a product of photochemical reactions by volatile organic compounds and nitrogen oxides in the atmosphere on hot, sunny days. These chemicals primarily originate from vehicle exhaust. In the upper atmosphere, ozone is a protective layer, filtering ultraviolet radiation. In the lower atmosphere, near the earth's surface, it is a health hazard and is treated as an air pollutant.

5.10 "Volatile Organic Compound" means an organic compound with more than negligible photochemical reactivity, as determined by the U.S. Environmental Protection Agency. Volatile organic compounds are the most important chemical source for the development of ozone in the Puget Sound area. They primarily originate from vehicle exhaust, but also come from gasoline-powered yard equipment, paints, solvents and boat motors. Many different types of toxic air pollutants are in the form of volatile organic compounds

6.0 POLICIES:

6.1 King County's commitment to improve regional air quality shall be met in part by strengthening existing county programs that are already furthering other regional goals. These include, but are not limited to: Smart Growth; providing transportation options to Single-Occupant Vehicles; energy conservation; recycling, waste reduction and buying recycled products; using biosolids and other organic amendments as

fertilizer for trees, crops and soil enhancements; and adopting "Green Building" design and construction practices. In addition, all Executive Departments and Offices are encouraged to initiate new cost-effective actions to reduce emissions of greenhouse gases and air pollutants as soon as practicable. Recent examples of such actions include the purchase of hybrid cars and buses for the county fleet, the installation of particulate traps on existing county buses and other diesel vehicles and conversion of county diesel fuels to an ultra-low-sulfur grade.

6.2 The Department of Natural Resources, in collaboration with the Green Building Team and under the direction of the Air Quality Steering Team, shall conduct an inventory of the following emissions from King County operations: carbon dioxide, methane, nitrous oxide, fine particulates, volatile organic compounds and nitrogen oxides. The inventory may also include other air pollutants or greenhouse gases, as determined by the Executive based on advice from the Air Quality Steering Team. All Executive Departments and Offices are to cooperate in this inventory.

6.3 By the first quarter of 2002, the Department of Natural Resources shall prepare a report on the results of the inventory for the Air Quality Steering Team to submit to the Executive. The report shall estimate total King County emissions of targeted greenhouse gases and air pollutants; identify the largest sources of these emissions; identify actions undertaken within the past five years to reduce these emissions; suggest possible future targets for these emissions; and identify possible actions that might achieve these targets. It shall also identify King County policies and programs that have significant effects on regional emissions of air pollutants and greenhouse gases.

6.4 Based on this inventory, by June 1, 2002, the Air Quality Steering Team shall develop an action plan to reduce King County emissions, working under direction of the Executive and in consultation with the Green Building Team and the Executive's Cabinet. The action plan shall set future targets for King County emissions included in the inventory. It shall propose strategies to achieve those targets, with estimates of the time and resources required for those strategies to be successful, and shall include a monitoring system to improve data quality and track results. It shall also recommend changes to King County policies and programs to reduce regional emissions of air pollutants and greenhouse gases and shall include recommendations for enhanced carbon sequestration from the county's biosolids, forestry and agriculture programs.

6.5 In conjunction with the above work and under the direction of the Air Quality Steering Team, the Department of Natural Resources shall develop educational programs and materials for county employees concerning the consequences of greenhouse gases and air pollution, including the projected effects of climate change on the Pacific Northwest.

7.0 PROCEDURES:

Action By:	Action:
Department of Natural Resources	7.1 Prepare to conduct inventory (identify necessary data and existing data sources, create form of database to maximize usefulness and ease of administration, collaborate with Puget Sound Clean Air Agency, City of Seattle and other potential partners on methodology, etc.)
	7.2 Communicate data needs to all relevant Executive departments and offices, under the direction of the Air Quality Steering Team and in collaboration with the Green Building Team.
	7.3 Develop educational programs and materials for county employees concerning the consequences of greenhouse gases and air pollutants, under direction of the Air Quality Steering Team.
All Executive Departments and Offices	7.4 Cooperate with the Department of Natural Resources in conducting the inventory.
	7.5 Take cost-effective actions to reduce emissions. If action is taken before inventory is complete, report emissions to the Department of Natural Resources on both a "before" and "after" basis.
Department of Natural Resources	7.6 Draft report for the Executive on results of the inventory, under direction of the Air Quality Steering Team.
Air Quality Steering Team	7.7 Finalize report and submit it to the Executive, with option of prior review by Executive Cabinet.
Executive	7.8 Provide direction to Air Quality Steering Team for development of the action plan to reduce King County emissions of key greenhouse gases and air pollutants.
Air Quality Steering Team	7.9 Develop proposed actions for plan, working with affected Executive departments and offices.
	7.10 Review draft action plan with the Green Building Team and the Executive's Cabinet for comments.

7.11 Finalize proposed action plan and submit it to the Executive for review and approval.

Executive

7.12 Determine need to transmit all or part of action plan to Council, or to amend this policy, to assist implementation of action plan.

7.13 Approve action plan and direct affected departments and offices to implement their responsibilities under it.

8.0 RESPONSIBILITIES:

8.1 Air Quality Steering Team: Responsible for providing overall direction to the initiative. Oversees development of inventory, educational materials and action plan, submitting the inventory report and the action plan to Executive.

8.2 All Executive Departments and Offices: Cooperate with the Department of Natural Resources and the Air Quality Steering Team in development of the inventory and drafting of the action plan. Take cost-effective actions to reduce emissions prior to completion of the action plan, where practicable. Implement recommendations of the action plan.

8.3 Department of Natural Resources: Conduct inventory, develop educational materials, and provide staff support to the Air Quality Steering Team.

8.4 Green Building Team: Assist the Department of Natural Resources and the Air Quality Steering Team in development of the inventory and action plan, serving as sources of advice and information and as liaisons to other sources within team members' departments and offices.

8.5 Executive: Provide direction for development of the action plan, approve final action plan and direct its implementation by affected departments and offices.

8.6 Executive's Cabinet: Review draft action plan and other key documents, as directed by the Executive or requested by the Air Quality Steering Team.

9.0 APPENDICES:

9.1 Website of the United Nation's Intergovernmental Panel on Climate Change: http://www.ipcc.ch/. Site includes "Summaries for Policymakers" on the scientific basis for projections of climate change, the likely impacts climate change will have on the world's communities, and actions that parties can take to mitigate their contributions to climate change.

King County Executive
RON SIMS

January 3, 2002

The Honorable Pete von Reichbauer
Chair, King County Council
Room 1200
COURTHOUSE

Dear Councilmember von Reichbauer:

Enclosed is a motion to approve King County's participation in the Cities for Climate Protection (CCP) Campaign. The CCP Campaign has been organized by the International Council for Local Environmental Initiatives to mobilize international action by local governments (including counties) to reduce greenhouse gas emissions. Participants receive technical assistance and opportunities for information-sharing at no charge but must have the approval of their legislative body. The CCP Campaign will hold its national meeting in Seattle next February. We plan to co-host this event with the City of Seattle and the Puget Sound Clean Air Agency, so we have a special reason to join the campaign.

The motion also recognizes King County's desire to reduce regulated air pollutants, such as fine particulate matter and ozone precursors. It supports an inventory of emissions from King County facilities and operations of carbon dioxide, methane and nitrous oxide (the most important greenhouse gases), fine particulate matter and volatile organic compounds (the controlling ozone precursor in the Puget Sound area). The motion also supports an action plan to specify targets for reducing both regulated air pollutants and greenhouse gases, actions to meet those targets and a mechanism for monitoring results, which would be reported on an annual basis. I have issued an Executive Policy to conduct the inventory and to develop the action plan by June 1, 2002.

Across the world, local governments have been leaders in reducing greenhouse gas emissions, demonstrating how this can be done in ways that benefit local residents and businesses. As of July 31, 2001, more than 475 local governments from 42 countries were participants in the CCP Campaign, including Seattle, Burien, Portland, Vancouver (B.C.), Spokane and Olympia as well as Multnomah County, Miami-Dade County and Hennepin County (Minneapolis-St. Paul). King County would be the first county in Washington to participate. It is important to note that many actions King County has already begun for other compelling reasons also contribute to reducing

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greenhouse gas emissions. Some of these actions include: Smart Growth; providing transportation options to single-occupant vehicles; recycling and reducing waste and buying recycled products; conserving energy; using biosolids as fertilizer for trees, crops and soil enhancement; and adopting "green building" design and construction practices. New actions to reduce our emissions include adding hybrid vehicles to our fleet and preparing to expand our conversion of waste emissions into energy, at both the Cedar Hills landfill and the Renton Wastewater Treatment Plant.

Though greenhouse gases occur naturally and are not currently regulated as air pollutants in the United States, humans have vastly increased the amount of them entering the atmosphere. The world's leading climate scientists, serving on the United Nation's Intergovernmental Panel on Climate Change (IPCC), have concluded that the world's average surface temperature increased 1°F during the 20th century, the greatest increase of any century in the past millenium. They attribute most of this change to human activities, particularly increased carbon dioxide emissions from burning fossil fuels and decreased carbon sequestration. (Plant tissues bind, or "sequester", carbon atoms, making them unavailable for the creation of carbon dioxide or other greenhouse gases. The loss of forests has been a particularly important cause of increased greenhouse gases.) With less than 5 percent of the world's population, the United States produces almost 25% of the world's greenhouse gas emissions.

The effects of these human activities on climate are spread across the world, rather than being localized or regional. The IPCC projects that the world's average surface temperature will increase at a faster rate in the 21st century--by 2.6°F to 10.4°F over the period 1990 to 2100--because greenhouse gases remain in the atmosphere for centuries and their current emissions are at historic highs. Only part of the wide range of the IPCC's projection is due to uncertainty about the effects of greenhouse gases on temperature; the range also reflects uncertainties about worldwide population, economic growth and technological change. The lowest estimate reflects optimistic assumptions about all of these variables. None of the IPCC's estimates explicitly include implementation of the Kyoto Protocol or other agreements to reduce greenhouse gas emissions.

The Climate Sciences Program at the University of Washington (UW) is represented on the IPCC by Dr. Richard Gammon, Professor of Chemistry. The UW has developed refined predictions of changes to the Northwest climate, recognizing that climate will change differently, and have different consequences, across the world. Without major reductions in greenhouse gas emissions, the UW predicts that average temperatures in the Northwest will increase approximately 1°F per decade in the 21st century. This is on the high end of the IPCC's projections for the worldwide average, in part because greater temperature increases are projected for northern latitudes in general, with northern Canada, Alaska and the Arctic likely to experience some of the greatest temperature increases in the world. The effects of such changes would be dramatic. Some of these impacts include: reduced snowpack (e.g., in a few decades there would be no snow at Snoqualmie Pass) and resulting reduced summer water supplies; increased flooding; higher sea levels (the University of Washington predicts by 10 to 20 inches in 50 years); the spread of infectious diseases; increased breathing-related illnesses; increased

smog; significantly changed conditions for agriculture, forestry and fisheries; and faster changes in our ecosystems than many animals and plants can adapt to. During the last ice age, when Seattle was under 3,000 feet of ice, average temperatures in the region were 6-8°F colder than today--a smaller difference than the University is predicting for late in the coming century.

Staff from the Department of Natural Resources would be happy to help arrange a briefing for the Council from the University of Washington on its projections for the Northwest climate.

The schedule set in the Executive Policy for the emissions inventory and action plan is similar to that set by the City of Seattle. The Puget Sound Clean Air Agency (PSCAA) plans to support greenhouse gas reductions around the region through a new staff position in its 2002 budget. We expect to work in partnership with PSCAA and Seattle, in hopes of helping lead emission reductions across the region.

As noted above, the proposed motion also calls for a plan to reduce regulated air pollutants, including particulate matter and ozone precursors, from County operations. Regulated air pollutants have at least two important relationships to greenhouse gases:

- many of their sources (typically relating to fuel combustion) are also leading sources of greenhouse gases, so actions to reduce them will typically also reduce greenhouse gases; and
- higher summer temperatures from greenhouse gases may lead to greater photochemical activity and consequently to higher ozone levels.

The central Puget Sound region currently meets federal standards for particulate matter and ozone but is at risk of violating the ozone standard in the future. Ozone, or smog, tends to be carried southeast from urban areas in our region and concentrate near Enumclaw, where it is partly trapped by Mount Rainier. Ozone inflames air passages and has been correlated with asthma attacks. In late July 1998, federal ozone standards were exceeded near Enumclaw. The region would be in violation if it exceeded these standards regularly over three consecutive years. Consequences of this could include increased regulations and the loss of access to federal funding for transportation projects that could increase ozone pollution, such as highway improvements.

Fine particles in the air reduce visibility, which has declined significantly in the Seattle area since the mid-1980s. They have been found to increase hospital admissions for heart disease and can be particularly harmful to asthmatic children, even when meeting current federal standards. The introduction of ultra-low-sulfur diesel fuel in the region, led by King County's transit system, is the most important action we have taken so far to reduce emissions of fine particles and associated toxic compounds. This new fuel is necessary for particulate traps on diesel engines to function effectively, reducing particulate emissions by an estimated 90%. The action plan to be developed next year will identify other actions that the county may take to reduce particle matter, ozone precursors and toxic emissions from its operations.

I hope that the Council will conclude as I have that King County needs to demonstrate our leadership on these pressing air quality and climate issues.

Sincerely,

Ron Sims
King County Executive

Enclosures

cc: King County Councilmembers
ATTN: John Chelminiak, Chief of Staff
Shelley Sutton, Policy Staff Director
Anne Noris, Clerk of the Council
Steve Call, Director, Office of Budget
Pam Bissonnette, Director, Department of Natural Resources & Parks
Stephanie Warden, Director, Office of Regional Policy and Planning

..title

A MOTION approving participation in the Cities for Climate Protection Campaign; supporting the executive's development of an action plan to reduce emissions of greenhouse gases and targeted air pollutants from King County operations.

..body

WHEREAS, the world's leading climate scientists, serving on the United Nation's Intergovernmental Panel on Climate Change (IPCC), project that the world's average surface temperature will increase by 2.6 to 10.4°F over the period 1990 to 2100; and

WHEREAS, temperature changes of that magnitude would have enormous regional consequences, as evidenced by the fact that Seattle was under 3,000 feet of ice when average temperatures were 6-8°F colder than today; and

WHEREAS, climate scientists at the University of Washington predict that average temperatures in the Northwest will increase approximately 1°F per decade in the 21st Century; and

WHEREAS, the IPCC finds that the large projected increases in global temperatures are predominantly due to emissions of greenhouse gases, particularly CO_2 from burning fossil fuels; and

WHEREAS, the IPCC finds that a significant reduction in current greenhouse gas emissions is necessary to stabilize the effects of such gases on the climate, because they remain in the atmosphere for centuries; and

WHEREAS, local governments across the world have proven that actions to reduce greenhouse gas emissions can also benefit local economies and improve the quality of life, which can be accomplished through increased energy efficiency, sustainable transportation, waste reduction, smart land use patterns, open space protection and other strategies that are already high priorities for King County; and

WHEREAS, the International Council for Local Environmental Initiatives has organized the Cities for Climate Protection Campaign, which is mobilizing international action by local governments (including counties) to reduce greenhouse gas emissions; and

WHEREAS, the Cities for Climate Protection Campaign provides technical assistance and opportunities for information-sharing to participants at no charge, but requires that participation be supported by a local government's legislative body; and

WHEREAS, in addition to reducing greenhouse gas emissions, which affect the global climate, King County has an interest in reducing regulated air pollutants such as particulate matter or volatile organic compounds, which tend to have localized or regional effects on human health and the environment; and

WHEREAS, the central Puget Sound area currently meets federal standards for air quality, but is at risk of exceeding limits on ozone, which could trigger new regulations and the loss of important federal transportation funding; and

WHEREAS, airborne fine particulate matter, even when meeting federal standards, reduce visibility and include toxic chemicals that can be particularly harmful to children, asthmatics and the elderly; and

WHEREAS, King County government can reduce greenhouse gases and regulated air pollutants both through its direct operations and through the effects of its programs and policies on the region, as recognized in the attached Executive Policy;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

1. The metropolitan King County council supports King County's participation in the Cities for Climate Protection Campaign.

2. The metropolitan King County council supports the Executive Policy to inventory emissions of the most important greenhouse gases and regulated air pollutants from King County operations, including CO_2, methane, nitrous oxide, fine particulate matter and volatile organic compounds.

3. The metropolitan King County council supports the Executive Policy to develop an action plan by June 1, 2002, to reduce greenhouse gas emissions and other pollutants from King County operations. The action plan would specify reduction targets for these emissions, identify actions to meet those targets, and include a mechanism for monitoring results and reporting them on an annual basis. The plan would also recommend changes to King County policies and programs to promote the reduction of regional emissions of air

pollutants and greenhouse gases, developed collaboratively with the Puget Sound Clean Air Agency and the City of Seattle.

Attachments: A. Clean Air Initiative Administrative Policy and Procedure

Attachment A

King County
Administrative Policies and Procedures

Executive Orders,
Policies & Procedures

Title	Document Code No.
Clean Air Initiative	
Department/Issuing Agency: Department of Natural Resources	Effective Date: January 1, 2002
Approved:	

1.0 SUBJECT TITLE: Clean Air Initiative

1.1 EFFECTIVE DATE: January 1, 2002

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: Air Quality, Emissions, Greenhouse Gas, Inventory

2.0 PURPOSE: The Clean Air Initiative establishes Executive Policy to reduce emissions of greenhouse gases and other significant air pollutants from King County operations and to use King County programs and policies to encourage their reduction from other sources in the region.

3.0 ORGANIZATIONS AFFECTED: Applicable to all Executive Departments and Offices.

4.0 REFERENCES:

4.1 Federal Clean Air Act
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5.0 DEFINITIONS:

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5.9 "Ozone" means O_3, a molecular form of oxygen, which combines with other pollutants to form what is commonly referred to as "smog". It is a product of photochemical reactions by volatile organic compounds and nitrogen oxides in the atmosphere on hot, sunny days. These chemicals primarily originate from vehicle exhaust. In the upper atmosphere, ozone is a protective layer, filtering ultraviolet radiation. In the lower atmosphere, near the earth's surface, it is a health hazard and is treated as an air pollutant.

5.10 "Volatile Organic Compound" means an organic compound with more than negligible photochemical reactivity, as determined by the U.S. Environmental Protection Agency. Volatile organic compounds are the most important chemical source for the development of ozone in the Puget Sound area. They primarily originate from vehicle exhaust, but also come from gasoline-powered yard equipment, paints, solvents and boat motors. Many different types of toxic air pollutants are in the form of volatile organic compounds

6.0 POLICIES:

6.1 King County's commitment to improve regional air quality shall be met in part by strengthening existing county programs that are already furthering other regional goals. These include, but are not limited to: Smart Growth; providing transportation options to Single-Occupant Vehicles; energy conservation; recycling, waste reduction and buying recycled products; using biosolids and other organic amendments as

fertilizer for trees, crops and soil enhancements; and adopting "Green Building" design and construction practices. In addition, all Executive Departments and Offices are encouraged to initiate new cost-effective actions to reduce emissions of greenhouse gases and air pollutants as soon as practicable. Recent examples of such actions include the purchase of hybrid cars and buses for the county fleet, the installation of particulate traps on existing county buses and other diesel vehicles and conversion of county diesel fuels to an ultra-low-sulfur grade.

6.2 The Department of Natural Resources, in collaboration with the Green Building Team and under the direction of the Air Quality Steering Team, shall conduct an inventory of the following emissions from King County operations: carbon dioxide, methane, nitrous oxide, fine particulates, volatile organic compounds and nitrogen oxides. The inventory may also include other air pollutants or greenhouse gases, as determined by the Executive based on advice from the Air Quality Steering Team. All Executive Departments and Offices are to cooperate in this inventory.

6.3 By the first quarter of 2002, the Department of Natural Resources shall prepare a report on the results of the inventory for the Air Quality Steering Team to submit to the Executive. The report shall estimate total King County emissions of targeted greenhouse gases and air pollutants; identify the largest sources of these emissions; identify actions undertaken within the past five years to reduce these emissions; suggest possible future targets for these emissions; and identify possible actions that might achieve these targets. It shall also identify King County policies and programs that have significant effects on regional emissions of air pollutants and greenhouse gases.

6.4 Based on this inventory, by June 1, 2002, the Air Quality Steering Team shall develop an action plan to reduce King County emissions, working under direction of the Executive and in consultation with the Green Building Team and the Executive's Cabinet. The action plan shall set future targets for King County emissions included in the inventory. It shall propose strategies to achieve those targets, with estimates of the time and resources required for those strategies to be successful, and shall include a monitoring system to improve data quality and track results. It shall also recommend changes to King County policies and programs to reduce regional emissions of air pollutants and greenhouse gases and shall include recommendations for enhanced carbon sequestration from the county's biosolids, forestry and agriculture programs.

6.5 In conjunction with the above work and under the direction of the Air Quality Steering Team, the Department of Natural Resources shall develop educational programs and materials for county employees concerning the consequences of greenhouse gases and air pollution, including the projected effects of climate change on the Pacific Northwest.

7.0 PROCEDURES:

Action By:	Action:
Department of Natural Resources	7.1 Prepare to conduct inventory (identify necessary data and existing data sources, create form of database to maximize usefulness and ease of administration, collaborate with Puget Sound Clean Air Agency, City of Seattle and other potential partners on methodology, etc.)
	7.2 Communicate data needs to all relevant Executive departments and offices, under the direction of the Air Quality Steering Team and in collaboration with the Green Building Team.
	7.3 Develop educational programs and materials for county employees concerning the consequences of greenhouse gases and air pollutants, under direction of the Air Quality Steering Team.
All Executive Departments and Offices	7.4 Cooperate with the Department of Natural Resources in conducting the inventory.
	7.5 Take cost-effective actions to reduce emissions. If action is taken before inventory is complete, report emissions to the Department of Natural Resources on both a "before" and "after" basis.
Department of Natural Resources	7.6 Draft report for the Executive on results of the inventory, under direction of the Air Quality Steering Team.
Air Quality Steering Team	7.7 Finalize report and submit it to the Executive, with option of prior review by Executive Cabinet.
Executive	7.8 Provide direction to Air Quality Steering Team for development of the action plan to reduce King County emissions of key greenhouse gases and air pollutants.
Air Quality Steering Team	7.9 Develop proposed actions for plan, working with affected Executive departments and offices.
	7.10 Review draft action plan with the Green Building Team and the Executive's Cabinet for comments.

7.11 Finalize proposed action plan and submit it to the Executive for review and approval.

Executive

7.12 Determine need to transmit all or part of action plan to Council, or to amend this policy, to assist implementation of action plan.

7.13 Approve action plan and direct affected departments and offices to implement their responsibilities under it.

8.0 RESPONSIBILITIES:

8.1 Air Quality Steering Team: Responsible for providing overall direction to the initiative. Oversees development of inventory, educational materials and action plan, submitting the inventory report and the action plan to Executive.

8.2 All Executive Departments and Offices: Cooperate with the Department of Natural Resources and the Air Quality Steering Team in development of the inventory and drafting of the action plan. Take cost-effective actions to reduce emissions prior to completion of the action plan, where practicable. Implement recommendations of the action plan.

8.3 Department of Natural Resources: Conduct inventory, develop educational materials, and provide staff support to the Air Quality Steering Team.

8.4 Green Building Team: Assist the Department of Natural Resources and the Air Quality Steering Team in development of the inventory and action plan, serving as sources of advice and information and as liaisons to other sources within team members' departments and offices.

8.5 Executive: Provide direction for development of the action plan, approve final action plan and direct its implementation by affected departments and offices.

8.6 Executive's Cabinet: Review draft action plan and other key documents, as directed by the Executive or requested by the Air Quality Steering Team.

9.0 APPENDICES:

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