

Words, Is There A Better Way To Use Them?

Saying What You Mean*

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Presentation for ...



Idaho Association of Environmental Professionals

* This phrase comes from a good friend, Owen Schmidt, "Say What You Mean and Mean What You Say"

Plain Language ...

Many environmental documents are ...

- ... too large, wordy, repetitive, complex, and cumbersome
- ... lacking consistency and a coherent story
- ... focusing on a 'legal' air-tight document instead of writing for the public
- ... 'looking' for the 'look' and not for ease of reading and decision making
- ... lacking in communication between authors

Plain Language ...

- The Plain Writing Act of 2010 requires federal agencies to use plain language when communicating with the public. Plain language is **clear communication that the public can easily understand and use.**



advantageous
helpful

inception
start

as well as
and

endeavor
try

elect
choose / pick

in order to
to

utilization
use

disseminate
give / issue / pass / send



Make Sure They Mean What You Intend

- Among vs Between
- Its vs it's
- Effective vs Efficient
- Their vs There
- Insure vs Assure vs Ensure
- All, Entire, Every, Always, ...

Reword to Delete the Following Words

- ensure → make sure
- provide or providing → give, offer, say
- exist or existing → reword to eliminate (everything exists)
- would or will → often, deleting 'would' or 'will' does not change the meaning of the sentence or thought



Ensure



Provide



Exist

Be Careful Using Words Ending with ...

- **ize** ... 'utilize', 'prioritize', intellectualize ...
- **tion of** ... 'completion of', 'reaction of', 'pollution of' ...
- **ment of** ... 'development of', 'establishment of', 'judgement of' ...
You can't do much about 'Department of ...'

Say It More Simply ...

The Environmental Safety Lead **will** serve on the committee to **ensure** coordination of safety regulations between the groups.

Project personnel must **endeavor** to reduce the size of the project **in order to** decrease the number of potential alternatives **to be considered** in the document.

The Environmental Safety Lead serves on the committee to help groups work together to coordinate safety regulations.

Project personnel can reduce the number of alternatives they need to consider in the document by reducing the size of the project.

Say It More Simply ...

"The committee **provides** the management and oversight of all activities that have the potential ..."

They **utilized** water from a nearby stream to cool the engine.

"The committee manages and oversees activities that have the potential ..."

The Researchers use water from a nearby stream to cool the engine.

Say It More Simply

No sample control procedural requirement **exists** to approve surveys prior to shipment.

There are no sample control procedures to approve surveys before they are shipped.

Say It More Simply

Completion of the actions **will be** documented in the Corrective Action Management System.

Development of the chart assists the researcher in identifying **casual factors** associated with the incident.

The Corrective Action Management System documents completed actions.

Developing a chart helps the researcher understand the unplanned or unintended factors associated with the incident.

Say It More Simply and Clear ...

The purpose of the 'Irving' Project is to improve the resiliency, processes, and functions of the planning area, considering the multiple-use values for the area: improving forest health, increasing resiliency to disturbances (including wildfire), improving biodiversity and habitat for fish and wildlife species, providing abundant clean water (both for fish and downstream uses), contributing to the social and economic health of nearby communities and forest users, as well as protecting historical properties.

The 'Irving' Project will improve the multi-use value of the planning area by:

- improving forest health
- increasing resiliency to disturbances (including wildfire)
- improving biodiversity and habitat for fish and wildlife species
- supplying abundant clean water for fish and other downstream uses
- contributing to the social and economic health of nearby communities and forest users, and
- protecting historical properties.

Say It More Simply -- Examples ...

advantageous ... helpful
affords an opportunity to ... permit or let
ameliorate ... improve
and/or ... use 'and' or 'or', not both
approximately ... about
as a result ... because
as well as ... and
at this point in time ... now
by means of ... by
cognizant ... aware
come to an end ... end
commence ... begin, start
commensurate ... equal
consolidate ... combine
construct ... build
deleterious ... harmful
disseminate ... issue, send
due to ... because
either to ... to either
efficient and effective ... best (not always the case)
endeavor ... try
erroneous ... wrong
expeditious ... fast

facilitate ... ease, help
give consideration to ... Consider
has the ability to ... can
impact ... affect or effect (depends on context)
-implement ... carry out
in order to ... to
Inception — start
it might be pointed out ... note that
leverage ... use
optimize ... perfect (does not always work)
prescribed ... required
prior to ... before
proficiencies ... skills
promulgate ... issue or publish
proximity ... near
regarding ... about
remuneration ... reward, payment
subsequently ... after or later
the question whether ... whether
utilize ... use

Active vs Passive

- Often 'active' voice instead of 'passive' voice is clearer.

Field activities assessments **are conducted** by trained personnel to **ensure** that plans and procedures **are being** followed.

Trained personnel conduct field activities assessments to verify the correct use of plans and procedures.

For about eighteen months, the program **has been accomplished** by in-house personnel in the operations center, all of whom have primary tasks other than the operations center upgrade.

For about eighteen months, in-house personnel, in addition to their primary tasks, are also carrying out the operations center upgrade.

So Many Words and Phrases So Little Time

accrue commensurate approximate
direct
maintain comply with
significant interface validate minor affect
by mean of
feasible major
cumulative provide
optimum retain
due to indirect
mitigate effect proficiencies
relative to
previously timely until such time as
therefore insignificant

Solution ... Or At Least One Solution

Microsoft Macro

```
Sub HighlightFromTableListLong()  
...Set the variables¶  
...Dim oHighlights As Document, oDoc As Document¶  
...Dim oTable As Table¶  
...Dim oRng As Range¶  
...Dim rFindText As Range¶  
...Dim i As Long¶  
...Dim sFname As String¶  
¶  
...Change the path in the line below to reflect the name and path of the source words¶  
...sFname = "C:\Data\WordList\SourceWordsLong.docx"¶  
...¶  
...The document to be highlighted¶  
...Set oDoc = ActiveDocument¶  
¶  
...Open the source word doc¶  
...Set oHighlights = Documents.Open(FileName:=sFname)¶  
¶  
...Find the first table¶  
...Set oTable = oHighlights.Tables(1)¶  
¶  
...For each row in that table¶  
...For i = 1 To oTable.Rows.Count¶  
...Set oRng = oDoc.Range¶  
¶  
...Get the text¶  
...Set rFindText = oTable.Cell(i, 1).Range¶  
¶  
...Remove the cell ending characters¶  
...rFindText.End = rFindText.End - 1¶
```

Microsoft Document

and/or
a number of
affords an opportunity to
accompany
accomplish
accorded
accordingly
accrue
accurate
additional



Add your own 'pet
peeves or words
of interest

JS

John S. Irving

The highlighted path tells the Macro where to find your list. In this case, file containing the word list, 'SourceWordsLong.docx' is located on the C directory and subdirectories Data\WorkList

Place the file 'SourceWordsLong.docx' in a directory and make sure the above path is changed to reflect the new location on your computer.

DELETE this comment before copying to place in the Word macro editor.

April 15, 2020, 10:40 AM

Reply

How it works ...

1 INTRODUCTION

1.1 Background Information

Meadow Valley Gypsum (MVG) proposes to mine, process, and transport gypsum in Lincoln County, Nevada, in an area between the Meadow Valley Mountains and the Mormon Mountains, **approximately** 50 miles south of Caliente, Nevada (Project) (Figure 1.1.1). The two mountain ranges **are separated** by a Union Pacific railroad (UPRR) track and the UPRR road that follows a historic route through Meadow Valley Wash. Gypsum claims in the vicinity **have been** prospected since the 1930s. **There is** a demand for gypsum in California and other markets for uses such as a retarding agent for portland cement, in the agricultural industry as a soil amendment, and in the wallboard industry. The site of the MVG claim block **was originally included** in the Meadow Valley Range Wilderness Study Area (WSA); **however, due to** the presence of valuable minerals and pre-existing mining claims, the wilderness boundary **was** moved to exclude the gypsum claims.

In order to conduct Project activities, MVG submitted the Plan of Operations **Permit** for Reclamation (N79685/0278) to the Ely Field Office of the Bureau of Land Management (BLM) and Nevada Division of Environmental Protection's (NDEP's) Bureau of Mining Regulation and Reclamation (BMRR) in January 2005 with revisions in March 2005, April 2006, and September 2006, **in accordance with** BLM Surface Management Regulations at Code of Federal Regulations (CFR) Title 43, Part 3809 (43 CFR 3809) (as amended) and Nevada reclamation regulations at Nevada Administrative Code (NAC) 519A.

This Environmental Assessment (EA) meets the requirements of the National Environmental Policy Act (NEPA) of 1969, the Council on Environmental Quality (CEQ) regulations for implementing NEPA (40 CFR 1500-1508), and requirements of the BLM's NEPA Handbook (BLM Handbook H-1790-1).

The Project **would** consist of mining, processing, and transporting gypsum **as well as** the construction of ancillary facilities, an access road, and a low water crossing, or ford, in the Meadow Valley Wash (Proposed Action). The Project Area (Figure 1.1.2) is defined as the following three distinct portions: 1) the pit, the processing plant, and ancillary facilities (Mine Area); 2) the road that **would provide** access from the Meadow Valley Wash to the mine area (Mine Access Road); and 3) the ford, where MVG proposes to cross the Meadow Valley Wash to access the mine area and a proposed UPRR railroad siding (Ford). The Proposed Action **would result in approximately** 46.7 acres of disturbance within the entire Project Area. **In addition,** a new railroad siding (Siding) **would be constructed** by the UPRR at milepost 411 east of the Ford. **This** activity is not part of the Proposed Action; **however it is** considered a connected action under NEPA (40 C.F.R. 1508.25(a)(1)) and is analyzed in **this** EA. The **additional** disturbance associated with the siding **would be approximately** 1.8 acres.

1 INTRODUCTION

1.1 Background Information

Meadow Valley Gypsum (MVG) proposes to mine, process, and transport gypsum in Lincoln County, Nevada, in an area between the Meadow Valley Mountains and the Mormon Mountains, **approximately about** 50 miles south of Caliente, Nevada (Project) (Figure 1.1.1). The **two mountain ranges are separated by a** Union Pacific railroad (UPRR) track and the UPRR road that follows a historic route through Meadow Valley Wash **separates the two mountain ranges**. Mining companies **have minded** gypsum claims in the vicinity **have been prospected** since the 1930s. **There is a demand for gypsum in** California and other markets **gypsum is in demand** for uses such as a retarding agent for portland cement, in the agricultural industry as a soil amendment, and to manufacture wallboard. The Bureau of Land Management (BLM) **originally included** the site of the MVG claim block **was originally included** in the Meadow Valley Range Wilderness Study Area (WSA). **The BLM moved the wilderness boundary to exclude the gypsum claims; however, due to** the presence of valuable minerals and active pre-existing mining claims, **the wilderness boundary was** moved to exclude the gypsum claims.

In order to conduct Project activities, MVG submitted the Plan of Operations **Permit** for Reclamation (N79685/0278) to the Ely Field Office of the Bureau of Land Management (BLM) and Nevada Division of Environmental Protection's (NDEP's) Bureau of Mining Regulation and Reclamation (BMRR) in January 2005 with revisions in March 2005, April 2006, and September 2006, **in accordance with** following BLM Surface Management Regulations at Code of Federal Regulations (CFR) Title 43, Part 3809 (43 CFR 3809) (as amended) and Nevada reclamation regulations at Nevada Administrative Code (NAC) 519A.

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The **Meadow Valley Wash Proposed Action** consist of mining, processing, and transporting gypsum **as well as constructing the construction of** ancillary facilities, an access road, and a low water crossing, or ford, **in the Meadow Valley Wash (Proposed Action)**. The Project Area (Figure 1.1.2) is defined as the following three distinct portions: 1) the pit, the processing plant, and ancillary facilities (Mine Area); 2) the road that **would provide** access from the Meadow Valley Wash to the mine area (Mine Access Road); and 3) the ford, where MVG proposes to cross the Meadow Valley Wash to access the mine area and a proposed UPRR railroad siding (Ford). The Proposed Action **would disturb result in approximately about** 46.7 acres of disturbance within the entire Project Area. **In addition, a** new railroad siding (Siding) **would be constructed** by the UPRR at milepost 411 east of the Ford. **This activity** is not part of the Proposed Action; **however it is** considered a connected action under NEPA (40 C.F.R. 1508.25(a)(1)) and is analyzed in **this** EA.

1 INTRODUCTION

1.1 Background Information

Meadow Valley Gypsum (MVG) proposes to mine, process, and transport gypsum in Lincoln County, Nevada, in an area between the Meadow Valley Mountains and the Mormon Mountains, **about** 50 miles south of Caliente, Nevada (Project) (Figure 1.1.1). The Union Pacific railroad (UPRR) track and the UPRR road that follows a historic route through Meadow Valley Wash **separates the two mountain ranges**. Mining companies **have minded** gypsum claims in the vicinity since the 1930s. **In** California and other markets **gypsum is in demand** for a retarding agent for Portland cement, as a soil amendment, **and to manufacture** wallboard. The Bureau of Land Management (BLM) **originally included** the site of the MVG claim block in the Meadow Valley Range Wilderness Study Area (WSA). **The BLM moved the wilderness boundary to exclude the gypsum claims because of** the presence of valuable minerals and active mining claims.

To conduct Project activities, MVG submitted the Plan of Operations **Permit** for Reclamation (N79685/0278) to the Ely Field Office of the BLM and Nevada Division of Environmental Protection's (NDEP's) Bureau of Mining Regulation and Reclamation (BMRR) in January 2005 with revisions in March 2005, April 2006, and September 2006, **following** BLM Surface Management Regulations at Code of Federal Regulations (CFR) Title 43, Part 3809 (43 CFR 3809) (as amended) and Nevada reclamation regulations at Nevada Administrative Code (NAC) 519A.

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The **Meadow Valley Wash Proposed Action** consist of mining, processing, and transporting gypsum **constructing** ancillary facilities, an access road, and a low water crossing, or ford. The Project Area (Figure 1.1.2) is defined as the following three distinct portions: 1) the pit, the processing plant, and ancillary facilities (Mine Area); 2) the road **allowing** access from the Meadow Valley Wash to the mine area (Mine Access Road); and 3) the ford, where MVG proposes to cross the Meadow Valley Wash to access the mine area and a proposed UPRR railroad siding (Ford). The Proposed Action **would disturb about** 46.7 acres within the entire Project Area. **A** new railroad siding (Siding) constructed by the UPRR at milepost 411 east of the Ford is not part of the Proposed Action; **but is considered** a connected action under NEPA (40 C.F.R. 1508.25(a)(1)) and is analyzed in **this** EA. **Constructing the siding adds about 1.8 acres of disturbance.**

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Saying It More Simply

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Presentation for ...



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