

US EPA ARCHIVE DOCUMENT

Washington State Department of Ecology
Sustainable Washington Project

FY08 Third Quarter Project Progress Report

This progress report covers the period from May 1, 2008 through June 30, 2008. Ecology's final, approved QAPP will include a schedule for future project progress reports.

Part 1 – Synopsis of Accomplishments During the Reporting Period

During the reporting period, Ken Zarker worked with Kimberly Goetz, Project QA & Statistics Coordinator, Alison Chamberlin, Grant Project Coordinator, and Jack Boller, USEPA's Project Manager, to make final QAPP revisions based on the merged ERP/Enviro Star concept. The final draft is slated for submission by July 31, 2008.

In May, Julia McHugh was hired as Ecology's new Local Source Control (LSC) Coordinator. Julie's roles and responsibilities are outlined in the QAPP. Julia will work with Alison Chamberlin, Grant Project Coordinator, to coordinate on overlapping work plan elements, and site visit efforts of the Local Source Control Specialists.

A revised project, site visit, technical assistance, and task timeline was developed to better accommodate the Environmental Results Program (ERP)/Enviro Stars merger concept, and coordinate with the Local Source Control Program's timeline and site visit parameters.

Baseline site visits will now occur in October, November, and December 2008; technical assistance workshops, outreach, and self-certification will occur in January, February, and March, 2009; follow-up technical and Return-to-Compliance assistance will occur during April, May, and June, 2009; verification site visits will occur in July, August, and September, 2009; pilot analysis, evaluation, and reporting of results will occur during October, November, December, 2009, and January, 2010; and identification of possible next sectors, next steps, and expansion of statewide EnviroStars will begin in September of 2009 and run through September, 2010.

With regard to scheduled tasks, Ecology has accomplished the following during the two months covered by this report:

Task 1.1 – Environmental Results Program Pilot Team: Ecology's initial timeline made commitments regarding the establishment of a pilot team for the ERP portion of the Sustainable Washington project. Below is what we accomplished for this task during the reporting period.

Commitment	Accomplishment
Review and update ERP materials	ERP materials (primarily the checklist of indicators and technical assistance workbook) continued to be reviewed and updated by the ERP team. Drafts are scheduled for completion by July 31, with vetting with stakeholders and Ecology managers slated for August, 2008.
Establish data base needs and number/names of potential facilities	Database needs are being identified and strategies developed, in consideration of the new ERP tool recently developed by Massachusetts. Facility universe (number and names of facilities in target area) was modified to 1) better integrate with LSC contract and site visit requirements, and 2) screen out newly found inconsistencies in source information.
Conduct outreach with regional offices and Local Control Specialists	Grant Project Coordinator and ERP Team staff participate in weekly meetings with Local Control Specialists and Local Source Control Managers from regional offices to provide project updates and obtain feedback.
Identify sector incentives	Ecology is working with I-CAR on a HAP training fee-reduction incentive for Enviro Star applicants, and with King and Kitsap Counties on a voucher option for Enviro Star applicants. Stakeholders will be asked for additional incentives they would like to see incorporated.

Task 1.2 – Trade Association Meetings: Ecology’s initial timeline made the following commitments regarding meetings with applicable trade associations:

Commitment	Accomplishment
Conduct at least two ERP meetings with trade associations	Met with key trade association stakeholders on May 29, 2008--provided project update and discussed partnership and development of broader focus group; scheduled 3 larger stakeholder meetings for August 5, 7, and 19 in North and South Puget Sound and Spokane to obtain project and materials review and feedback, and serve as a basis for partnership activities/technical assistance for the pilot.

Task 1.3 – Facility Universe: Ecology’s initial timeline made the following commitments regarding the establishment of the facility universe for the ERP pilot:

Commitment	Accomplishment
Identify ERP facility universe	Facility universe (number and names of facilities in target area) was identified, then modified to 1) better integrate with LSC contract and site visit requirements, and 2) screen out inconsistencies in source information.

Task 1.4 – Staff Training: Ecology’s initial timeline made the following commitments regarding staff training:

Commitment	Accomplishment
Conduct ERP staff field training	Training is currently scheduled to occur in September 2008.
Test baseline site visit protocols	Conducted 3 mock site visits to evaluate efficacy of checklist, site visit protocols, and site visit time required. Results evaluated by local source control specialists, ERP multi-media team, trade association representatives, and LSC Managers. Checklist modified in response to feedback.

Part 2 – Narrative Discussion

Task 1.1 – ERP Pilot Team: Ecology’s initial timeline committed to achieving the following outputs by April 30, 2008 (as measured by the listed performance measures). A new task and project timeline for these outputs was developed in response to coordination requirements between the ERP pilot and Ecology’s Local Source Control Program.

Output/Performance Measure	Accomplishment
Final work plan for team	A revised site visit, technical assistance, and task timeline was developed to better coordinate with the Local Source Control Program’s timeline and site visit parameters, and correspond with the final QAPP.
Final guidance materials, including workbooks, checklists, certification forms	Draft checklist and workbook are slated for completion by July 31, 2008. Stakeholder and Ecology review of draft materials is scheduled for August, 2008, with final edits and printing scheduled for September, 2008. Other documents are scheduled to be finished during the third quarter.
Local Source Control Coordinator hired	The new Local Source Control Coordinator, Julia McHugh, was hired and started May 1, 2008.

Incentives implemented for ERP phase Ecology of program	Ecology is working with I-CAR on a HAP training fee reduction for Enviro Star applicants, and with King and Kitsap Counties on a voucher option for Enviro Star applicants. Stakeholders will be asked for additional incentives they would like to see incorporated.
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Task 1.2 – Trade Association Meetings: Ecology’s initial timeline committed to achieving the following output by December 31, 2007 (as measured by the listed performance measure). A new task and project timeline, including this output, was created to accommodate the ERP and EnviroStars merger concept, and hiring of new ERP and LSC Coordinators.

Output/Performance Measure	Accomplishment
Conduct at least two ERP meetings with trade associations	Met with key trade association stakeholders on May 29, 2008--provided project update and discussed partnership and development of broader focus group; scheduled 3 larger stakeholder meetings for August 5, 7, and 19 in North and South Puget Sound and Spokane to obtain project and materials review and feedback, and serve as a basis for partnership activities/technical assistance for the pilot.

Task 1.3 – Facility Universe: Ecology’s initial timeline committed to achieving the following outputs by April 30, 2008 (as measured by the listed performance measures). A new task and project timeline for these outputs was developed in response to coordination requirements between the ERP pilot and Ecology’s Local Source Control Program.

Output/Performance Measure	Accomplishment
Identify ERP facility universe, including number of businesses in universe and number of initial site visits required for statistically valid sample	Facility universe (number and names of facilities in target area) was identified; however, it is being modified to 1) better integrate with LSC contract and site visit requirements, and 2) screen out newly found inconsistencies in source information. Number of facilities, random site visits, confidence, and margin of error will be clarified in the QAPP and 3 rd quarter report.

Task 1.4 – Staff Training: Ecology’s initial timeline committed to achieving the following outputs by April 30, 2008 (as measured by the listed performance measures). A new task and project timeline for these outputs was developed in response to coordination requirements between the ERP pilot and Ecology’s Local Source Control Program.

Output/Performance Measure	Accomplishment
Conduct ERP staff field training for 10 new staff and 30 existing field staff	Training is scheduled for September, 2008.
Test baseline site visit protocols	Conducted 3 mock site visits to evaluate efficacy of checklist, site visit protocols, and site visit time required. Results evaluated by local source control specialists, ERP multi-media team, trade association representatives, and LSC Managers. Checklist modified in response to feedback.

Part 3 – Projection of Activities, Accomplishments, and Major Expenditures for Next Quarter Report

During the next quarter (July through September 2008), Ecology expects to accomplish the following tasks:

- Complete internal and external project and materials review
- Establish basis for ongoing stakeholder sector and ERP partnership
- Finalize site visit checklists
- Finalize technical assistance materials and workbook
- Conduct staff trainings

During the following quarter (October-December 2008), Ecology expects to accomplish the following tasks:

- Conduct baseline site visits, in accordance with established protocols
- Establish and test ERP database

During the first quarter of 2008 (January-March 2008)

- Distribute technical assistance materials and conduct technical assistance outreach

Part 4 – Financial Report

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