

US EPA ARCHIVE DOCUMENT

**Washington State Department of Ecology
Sustainable Washington
State Innovations Grant Project
FY2010 Third Quarter Progress Report**

This progress report covers the period from April 1, 2010 through June 30, 2010.

Part 1 – Synopsis of Accomplishments

- Sent the newly developed Autobody CD with links to important regulatory and pollution prevention information to all shops in the pilot area (copies available upon request)
- Continued to participate in the Collision Repair Interagency calls with EPA and other partners.
- Refined master list of shops, based on business and address corrections obtained during baseline visits and mail outs to shops.
- Sent randomized lists of shops to be visited for verification site visits to all local jurisdictions. The verification site visits have begun and should be completed by August, 2010.
- Attended quarterly EnviroStars Co-op meeting.
- Completed an analysis of the Ecology Sustainability Report with the Global Reporting Initiative criteria.

ERP Pilot Auto Body Universe & Self-Certifications Data (as of 6/30/2010)

Current Universe - 550 (original universe was 788)

160 Baseline ERP Site Visits completed (152 checklists turned in)

90 Self-certification checklists received

30 EnviroStars self-certification applications received

62 Non-applicability forms received

Task 1 - Environmental Results Program

Task	Commitment	Accomplishment
1.1	ERP Coordinator –Peggy will serve as the statewide technical assistance contact for the ERP pilot, including communication with businesses, Ecology staff, trade	Peggy Morgan (along with Ken Zarker and Scott Lamb) is overseeing the ERP Pilot Project.

Task	Commitment	Accomplishment
	<p>associations, EPA, vendors and other partners.</p> <p>Coordinate local TA requests and EnviroStars referrals with the local source control specialists that are committed to providing auto body business assistance.</p>	
1.2	<p>Develop and maintain the HWTR ERP website content and post relevant ERP materials on the Local Source Control SharePoint site</p>	<p>Updated technical assistance materials and other relevant documents on the Local Source Control SharePoint site.</p>
1.3	<p>Work to increase the self-certification return rate from 10% to 25% for the Auto Body ERP self-certification forms due March 31, 2010.</p>	<p>A total of 90 self-certification forms were submitted. This is a 16% return rate.</p>
1.4	<p>Review the self-certification data to determine compliance issues or improvement opportunities.</p>	
1.5	<p>Maintain ERP "facility universe" data base. Maintain ERP checklist data in data base system.</p>	<p>Ecology continues to refine the ERP universe as the project moves through the technical assistance phase. Data from the baseline site visits have been entered into an Access database and transferred to a statistical software program for analysis.</p>
1.6	<p>Conduct local source control training via conference call prior to the verification site visits.</p>	<p>The training took place on March 10, 2010. All but two of the local source control specialists attended the training. Individual assistance was provided to those two following the training.</p>
1.7	<p>Conduct post-self certification ERP site visits</p>	<p>Visits began in May and will be completed by August, 2010.</p>
1.8	<p>Identify Environmental Performance Business Indicators (EBPIs).</p>	<p>Data in the database has been transferred to a statistical software program in order to analyze the data.</p>

Task	Commitment	Accomplishment
1.9	Conduct ERP evaluation.	In accordance with the Collective Bargaining Agreement, Ecology notified the Union of the proposed contract. The Union requested negotiations regarding the contract. Ecology and the Union came to an agreement allowing for the contract to go forward. A consultant will be hired through the General Administration's "Professional Consulting Services" contract. Work on the evaluation is expected to begin in September, 2010 and be completed by April, 2011.
1.10	Participate in the state ERP Consortium and national ERP events to share results on the Washington State ERP/VLP model	We continue to participate in these efforts.

Task 2 – Voluntary Environmental Leadership (VLP), EMS & Sustainability

Task	Commitment	Accomplishment
2.1	Implement the EnviroStars Cooperative MOA.	The MOA is being implemented through the integrated ERP/EnviroStars pilot project.
2.2	Process ERP Auto Body EnviroStars self-certification application and goals sheet. Coordinate regional technical assistance and outreach activities; review ERP self-certification compliance and coordinate with local government partners.	The EnviroStars applications have been processed and shared with the appropriate local government partners.
2.3	Work with the EnviroStars Cooperative to develop member recognition certificates, press releases and recognition events.	Shops who qualified for the ERP EnviroStars certification have received a special 3-Star EnviroStars Certificate.
2.4	Track EnviroStars goals and conduct follow-up activities to track progress. Ecology will summarize the list of EnviroStars goals.	

Task	Commitment	Accomplishment
2.5	<p>Provide funding and technical assistance for the Spokane EnviroStars initiative. Support the Eastern Regional Office partnership with key stakeholders, assist with implementation, incentives development, membership requirements, measurement, recognition and long-term funding needs.</p>	<p>Entered into a grant agreement with Spokane River Forum to provide funding (\$10,000) for Phase 1 of the Spokane EnviroStars pilot project.</p>
2.6	<p>Conduct ERP / EnviroStars evaluation.</p>	<p>In accordance with the Collective Bargaining Agreement, Ecology notified the Union of the proposed contract. The Union requested negotiations regarding the contract. Ecology and the Union came to an agreement allowing for the contract to go forward. A consultant will be hired through the General Administration's "Professional Consulting Services" contract. Work on the evaluation is expected to begin in September, 2010 and be completed by April, 2011.</p>
2.7	<p>Update the Ecology EMS Alternative for Pollution Prevention Planners</p> <p>Ecology staff propose the following:</p> <ul style="list-style-type: none"> - Test the EPA Performance Track Annual Report Spreadsheet Tool - Update Ecology's EMS policy guidance - Conduct staff training (3 day EMS training) - Conduct at least two EMS site visits. 	<p>This activity has not been started. We need to update our EMS policy guidance, develop a scope of work related to EMS staff training and site visits.</p>

Task	Commitment	Accomplishment
2.8	<p>Update Ecology’s Sustainability Report Support to meet GRI Standards – Ecology will purchase XBRL software to use GRI taxonomy to tag GRI report(s) and perform other XBRL operations.</p> <p>Ecology staff propose the following:</p> <p>Detailed comparison of Ecology plan and GRI Guidelines.</p> <p>Index Ecology plan to GRI’s G3 standard.</p> <p>Create an Ecology GRI report based upon Ecology’s plan to achieve “Application Level B” status.</p> <p>Conversion of new Ecology GRI report to XBRL tagged version.</p> <p>Create a web version of Ecology’s GRI report.</p> <p>Write a brief project report including findings & recommendations.</p> <p>Publish results on a web page of our existing plan at http://www.ecy.wa.gov/sustainability/ecoaction.html</p>	<p>The agency’s sustainability committee started meeting in June 2010 to initiate the sustainability plan update.</p> <p>The workgroup will be moving this process through the agency, including engaging senior management during the upcoming quarter.</p> <p>One area to consider in the update plan is defining the GRI reporting scope. We are using the following guidance to assist the agency with the process.</p> <p>http://www.globalreporting.org/ReportingFramework/G3Online/DefiningReportContent</p> <p>Attached is the spreadsheet that provides a comparison between the Ecology Sustainability Report and the GRI requirements.</p>

Part 4 – Financial Report

Attached is our State Innovation Grant budget status report through April 30, 2010.