

US EPA ARCHIVE DOCUMENT

**Washington State Department of Ecology  
Sustainable Washington  
State Innovations Grant Project**

**FY2011 3<sup>rd</sup> Quarter Report**

This progress report covers the period from April 1, 2011 through July 31, 2011

**Part 1 – Synopsis of Accomplishments**

- The ERP Evaluation Report final draft was completed and reviewed by staff. A copy was sent to EPA for review and input. The final report should be available by September 30, 2011.
- Approximately \$16,000 remains in the grant to support the program elements related to the Environmental Management Systems training and development of the agency’s sustainability report to meet criteria under the Global Reporting Initiative.
- Ecology is discussing the possibility of using elements from the ERP model to conduct potential new sector work related to the auto salvage industry. Many of the lessons learned will be helpful for future efforts.
- Ecology will develop a scope of work for the Environmental Management Systems and seek approval to hire a contractor to assist with the training program.
- Ecology continues to refine our sustainability plan and will be engaging senior management during the next two quarters.

**Part 2 – Summary of Accomplishments**

**Task 1 - Environmental Results Program**

<b>Task</b>	<b>Commitment</b>	<b>Accomplishment</b>
1.1	ERP Coordinator –Peggy will serve as the statewide technical assistance contact for the ERP pilot, including communication with businesses, Ecology staff, trade associations, EPA, vendors and other partners.  Coordinate local TA requests and EnviroStars referrals with the local source control specialists that are committed to providing auto body business assistance.	Completed. Peggy Morgan (along with Ken Zarker and Scott Lamb) is overseeing the ERP Pilot Project.

Task	Commitment	Accomplishment
1.2	Develop and maintain the HWTR <a href="#">ERP website</a> content and post relevant ERP materials on the Local Source Control SharePoint site	Completed. Updated ERP website
1.3	Work to increase the self-certification return rate from 10% to 25% for the Auto Body ERP self-certification forms due March 31, 2010.	Completed. A total of 90 self-certification forms were submitted. This is an 18% return rate.
1.4	Review the self-certification data to determine compliance issues or improvement opportunities.	Completed. The data was reviewed and the most prevalent compliance issues and improvement opportunities were identified.
1.5	Maintain ERP “facility universe” data base. Maintain ERP checklist data in data base system.	Completed. Facility universe data base has been maintained and data from all checklists were entered into data base.
1.6	Conduct local source control training via conference call prior to the verification site visits.	Completed. 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.
1.7	Conduct post-self certification ERP site visits	Completed. Visits began in May and were completed in September, 2010.
1.8	Identify Environmental Performance Business Indicators (EBPIs).	Completed. EPBIs were identified
1.9	Conduct ERP evaluation.	Completed. 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, Cascadia Consulting Group, was hired through the General Administration’s “Professional Consulting Services” contract. Work on the evaluation began in September, 2010 and will be completed by September 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 as needed.

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

Task	Commitment	Accomplishment
2.1	Implement the EnviroStars Cooperative MOA.	Completed. 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.	Completed. 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.	Completed. 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.	
2.5	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.	Ongoing. Ecology entered into a grant agreement with Spokane River Forum to provide funding (\$10,000) for Phase 1 of the Spokane EnviroStars pilot project.  As of December 2010, 14 businesses had been certified as EnviroStars and there were 11 potential certifications in progress. We are continuing to support this effort.
2.6	Conduct ERP / EnviroStars evaluation.	Completed. 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, Cascadia Consulting Group, was hired through the General Administration's "Professional Consulting Services" contract. Work on the evaluation began in September, 2010 and will be completed by April, 2011.

Task	Commitment	Accomplishment
2.7	<p>Update the Ecology EMS Alternative for Pollution Prevention Planners</p> <p>Ecology staff propose the following (revised August 2011):</p> <ul style="list-style-type: none"> <li>- Update Ecology's EMS policy guidance</li> <li>- Conduct staff training (1-3 day EMS training)</li> <li>- Conduct at least two EMS site visits, as resources allow.</li> </ul>	<p>Ongoing. Ecology has been working to incorporate the EMS criteria into our new P2 planning reporting system. Ecology will develop a scope of work to conduct the training by June 30, 2012.</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 &amp; recommendations.</p> <p>Publish results on a web page of our existing plan at <a href="http://www.ecy.wa.gov/sustainability/ecoaction.htm">http://www.ecy.wa.gov/sustainability/ecoaction.htm</a>)</p>	<p>Ongoing activity. Ecology has completed the agency’s sustainability plan.</p> <p>We will be working toward the GRI level C or B status.</p> <p>It is not clear if Ecology will purchase the software, since XBRL continues to evolve as the standard.</p> <p>Ecology has assigned this task to Linda Glasier at Ecology HQ to assist with the completion of the project.</p> <p>Ken Zarker and K Seiler will work with senior management to complete the project by June 30, 2012.</p>

**Part 4 – Financial Report**

Ecology has expended a significant portion of the funds. The remaining expenses will be primarily used for the EMS training deliverables.