

US EPA ARCHIVE DOCUMENT

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

FY2009 First Quarter Progress Report

This progress report covers the period from October 1, 2008 through December 2008.

Part 1 – Synopsis of Accomplishments During the Reporting Period

- Developed, vetted, and completed technical assistance materials
 - Auto Body Technical Assistance Manual printed; currently being bundled for mail out
 - Inspector's Checklist completed and distributed to inspectors at commencement of baseline inspections in October
 - Draft Self Certification Checklist completed and vetted; final revisions being made to self-certification and return-to-compliance package for mail out with technical assistance manual
- Completed Auto body inspector training in September
- Commenced baseline inspections in October; inspections end in January, 2009
- Finalized MOU with EnviroStars Coop
- Planned and booked eight technical assistance workshops in the pilot area for February and March 2009

During this period, a draft Self-Certification Checklist was also completed. Staff are working to finalize the Self-Certification package and the ERP return-to-compliance process that should be completed by February 2009. .

Ecology finalized its Memorandum of Understanding (MOU) with the EnviroStars Coop. The MOU outlines respective roles and responsibilities and establishes a basis for ongoing ERP partnership between Ecology and Coop member counties.

In partnership with key stakeholders, eight technical assistance workshops are planned throughout the pilot area for February and March 2009.

Self certification forms will be due from shops to Ecology by April 30, 2009.

Follow-up technical assistance and return-to-compliance planning will take place in May and June, 2009. Verification site visits are scheduled for July, August, and September, 2009. Pilot analysis, evaluation, and reporting of results are planned for October, 2009 through January, 2010. Identification of possible next sectors, next steps, and expansion of statewide EnviroStars is planned for September of 2009, through September, 2010.

Task 1.1 – Environmental Results Program Pilot Team:

Commitment	Accomplishment
Review and update ERP materials	<ul style="list-style-type: none"> • The Auto Body Inspector's Checklist was finalized and provided to Local Source Control Specialists to commence baseline inspections in October 2008. • The Auto Body Technical Assistance Manual was completed and sent to the state printer in November. • A revised draft Self Certification Checklist was distributed to inspectors, stakeholders, and ECY managers for review in October. The final self certification package (including the return-to-compliance plan) will be mailed out with the manual at the commencement of the technical assistance phase in early 2009.
Establish data base needs and number/names of potential facilities	<ul style="list-style-type: none"> • A master and random list of facilities was initially developed, then updated when Ecology revised its statistical methodology. The final lists were provided to inspectors when baseline inspections started in October. • Database needs are still being identified and strategies developed, in consideration of the new ERP tool recently developed by Massachusetts. The new tool has not been available for review. We are hoping to review the tool in early 2009.
Conduct outreach with regional offices and Local Control Specialists	<ul style="list-style-type: none"> • Grant Project Coordinator and ERP Team staff participate in bi-monthly meetings with Local Source Control Specialists and Local Source Control Managers from regional offices to provide project updates and obtain feedback. • Coordinator worked closely with multi-program/regional Ecology staff to inform about the pilot, gain project support, and obtain technical review. • Local Source Control Specialists and Ecology regional and multi-media program staff provided key feedback to help refine technical assistance materials.

Identify sector incentives	<ul style="list-style-type: none"> • The compliance self certification checklist merger with EnviroStars indicators was designed to offer shops the opportunity to self certify as a 3-star EnviroStars business, without the customary qualifying inspection. • Ecology incorporated a self-certification incentive for shops to satisfy EPA Area Source Rule NOC requirements, in conjunction with completion of the self-certification process. • King and Kitsap Counties will use their voucher options for EnviroStar applicants in the ERP project as well.
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Task 1.2 – Trade Association Meetings: This task is completed. Ecology established a new task and project timeline for this task to accommodate the ERP and EnviroStars merger concept, and hiring of new ERP and LSC Coordinators. We completed the initial task and held additional meetings to vet materials and further enhance our stakeholder partnerships. Additional stakeholder venue and workshop events are scheduled with pilot partners for the first quarter, 2009. Details are:

Commitment	Accomplishment
Conduct meetings with trade associations	<ul style="list-style-type: none"> • We have agreements moving forward for association participation in eight technical assistance auto body workshops scheduled for February and March 2009. Ecology is participating in upcoming industry trade events as well.

Task 1.3 – Facility Universe: This task is completed.

Commitment	Accomplishment
Identify ERP facility universe	<ul style="list-style-type: none"> • Facilities' lists were generated and provided to inspectors in October.

Task 1.4 – Staff Training: Ecology completed this task as scheduled. Details are:

Commitment	Accomplishment
Conduct ERP staff field training	<ul style="list-style-type: none"> • Auto body inspector training was completed as scheduled in September 2008.

Part 2 – Narrative Discussion

Task 1.1 – ERP Pilot Team:

Output/Performance Measure	Accomplishment
Final work plan for team	<ul style="list-style-type: none"> • Baseline inspections commenced on schedule in October 2008. • Final technical edits and Plain Talking of the manual were completed in November and the manual was sent to State Printer. (The manual is back from the printer and being prepared for mail out in early February, 2009). • Eight technical assistance workshops were scheduled in December for February and March 2009 as planned. • Verification inspections and analysis/evaluation/reporting are on track as scheduled for 2009/2010.
Final guidance materials, including workbooks, checklists, certification forms	<ul style="list-style-type: none"> • The Inspector’s Checklist was completed and distributed to inspectors in October as scheduled. • Final review of the Auto Body Technical Assistance Manual was moved to and completed in October. Final technical edits and Plain Talking were completed in November and the manual was sent to the state printer. The manual is back from the printer and will be mailed out in February, 2009. • The final Self-Certification Package (Self Certification Checklist and Return-to-Compliance Plan, etc.) was revised during the fourth quarter and is being finalized for distribution with the TA Manual.

<p>Incentives implemented for ERP phase of program</p>	<ul style="list-style-type: none"> • The compliance Self Certification Checklist includes beyond-compliance EnviroStars indicators to allow shops in EnviroStars jurisdictions the opportunity to self certify as a 3-star EnviroStars business, without the customary qualifying inspection. • The Self Certification Checklist includes questions that provide shops the opportunity to satisfy EPA Area Source Rule NOC requirements in conjunction with self certification. • King and Kitsap Counties will use their voucher options for ERP project EnviroStar applicants as well.
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Task 1.2 – Trade Association Meetings: We completed the initial task, held additional meetings to vet materials and further enhance our stakeholder partnerships, and have additional stakeholder venue and workshop events scheduled with pilot partners for the first quarter, 2009. Details are:

Output/Performance Measure	Accomplishment
<p>Conduct at least two ERP meetings with trade associations</p>	<ul style="list-style-type: none"> • We have agreements moving forward for association participation in eight technical assistance auto body workshops scheduled for February and March 2009. Ecology is participating in upcoming industry trade events as well.

Task 1.3 – Facility Universe: This task is completed.

Output/Performance Measure	Accomplishment
<p>Identify ERP facility universe, including number of businesses in universe and number of initial inspections required for statistically valid sample</p>	<ul style="list-style-type: none"> • Facilities' lists were generated and provided to inspectors in October.

Task 1.4 – Staff Training: This task is completed. Details are:

Output/Performance Measure	Accomplishment
<p>Conduct ERP staff field training for 10 new staff and 30 existing field staff</p>	<ul style="list-style-type: none"> • Auto body inspector training was completed as scheduled in September 2008.

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

During the next quarter (January through March 2009), Ecology expects to accomplish the following tasks:

- Completion of baseline site visits
- Mail out technical assistance manual and self-certification package
- Complete eight technical assistance workshops in pilot area
- Establish and test ERP database

During the second quarter of 2009 (April through June 2009), Ecology expects to accomplish the following tasks:

- Receive completed Self Certification Checklists and Return to Compliance Plans from facilities
- Provide return-to-compliance follow up

Part 4 – Financial Report

Attached is our Innovative Grant budget status report through December 31, 2008.