

# Strategic Lean Project Report

## Compliance Inspection Notification Form

**Agency:** Department of Ecology

### Project Impact

The Department of Ecology developed a dangerous waste compliance inspection form to improve internal communication, resulting in fewer meetings, which reduced the number of staff hours spent in meetings from 270 in 2018 to 67.5 in 2019.

Improved communication and coordination among staff and programs means less time in meetings and more time to focus on the important work related to the Hanford cleanup.



### Project Summary

Ecology staff inspect and permit facilities that treat, store, and dispose of mixed waste. One project permits the facility, and the other conducts compliance inspections. Before this improvement, compliance and permitting staff would meet each month to inform one another about inspection findings. Now staff are meeting on a quarterly basis and inspectors use the Compliance Inspection Project Notification Form to share information with permit writers, project managers, and permit coordinators before issuing a compliance report to the facility. This gives staff the opportunity to share their concerns about any corrective actions that might cause issues for permit-related work. Staff are responding positively to the change and say they think staff are working better together.

In 2018, we spent 270 hours of staff time meeting about compliance inspections, compared to our target of 67.5, which we reached by November 2019.

We improved the internal communication for the dangerous waste compliance inspection process by implementing the compliance inspection project notification form.

### Project Results

 <b>Time</b>	Decreased meeting time <b>from</b> 270 staff hours in 2018 <b>to</b> 67.5 staff hours in 2019.		Fewer meetings resulted in 202.5 staff hours saved.
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### Project Details

**Date improvement project was initiated:** 12/18/2018

**Project Contact:** Jared Mathey

**Email:** jared.mathey@ecy.wa.gov

**Phone:** (509) 372-7949

**Report reviewed and approved by:** Polly Zehm