B29620

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

REVIEW REPORT
OF

INDIANA DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT

STATE OF INDIANA

July 1, 2004 to September 30, 2006

FILED
03/06/2007

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AGENCY OFFICIALS

Office	Official	Term
Commissioner	Lori F. Kaplan	04-12-99 to 01-09-05
Commissioner	Thomas W. Easterly	01-10-05 to 01-11-09

STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We have reviewed the receipts, disbursements, and assets of the Indiana Department of Environmental Management for the period of July 1, 2004 to September 30, 2006. The Indiana Department of Environmental Management's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports.

Based on our review, nothing came to our attention that caused us to believe that the receipts, disbursements, and assets of the Indiana Department of Environmental Management are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations except as stated in the review comments.

STATE BOARD OF ACCOUNTS

December 19, 2006

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
REVIEW COMMENTS
SEPTEMBER 30, 2006

EXCESS LIABILITY TRUST FUND (Informational Comment Only)

Per Indiana Code 13-23-7-7 the Underground Petroleum Storage Tank Excess Liability Trust Fund is to be audited by the State Board of Accounts. This fund is currently being reviewed and a separate report will be issued.

Indiana Code 13-23-7-7 states: "Not later than December 31, 1996, and every two years thereafter, the state board of accounts shall conduct an audit of the excess liability trust fund."

CONTRACT MONITORING

The Indiana Department of Environmental Management (IDEM) entered into a two year Memorandum of Understanding (MOU) with the Indiana Clean Manufacturing Technology and Safe Materials Institute (CMTI), established and operated by Purdue University, to perform certain services. During the two year MOU, the CMTI submitted claims totaling $14,991 for travel, lodging and meals which IDEM paid.

The MOU provided for the CMTI to retain documentation supporting expenditures for three years. However, there were no procedures in place to periodically monitor or review supporting documentation for expenditures. Due to the lack of monitoring expenditures, the validity and accountability for the monies disbursed for travel, lodging and meals could not be established.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements, and incorrect decision making. An agency's control environment consists of the overall attitude, awareness and actions of management and the governing board or commission. This would include establishing and monitoring policies for developing and modifying accounting systems and control procedures. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 1)

Supporting documentation such as receipts, cancelled checks, invoices, bills, contracts, etc., must be made available for audit to provide supporting information for the validity and accountability of monies received or disbursed. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 1)

APPROVAL OF FORMS

We found that the Indiana Department of Environmental Management is using forms for the Excess Liability Trust Fund that has not been approved by the State Board of Accounts. These forms are used in the application and eligibility process.

Indiana Code 5-11-1-2 states in part: "The state board of accounts shall formulate or approve all statements and reports necessary for the internal administration of the office to which they pertain."

FIXED ASSET INVENTORY

In our review of the fixed asset inventory of the Indiana Department of Environmental Management, we noted items (vehicles) on the Auditor of State listing that were not on the agency listing. In addition, these vehicles were not on the latest physical inventory taken by the agency, but were on the agency vehicle mileage report.

As stated in our two prior Reports B16786 and B23768, the fixed asset inventory of the Indiana Department of Environmental Management is not complete. Additionally, a complete annual physical inventory of assets owned has not been conducted.

Each state agency is required to report to the Auditor of State all additions and retirements of assets with a cost of $20,000 or more. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 10)

Once a year, after receiving a Fixed Asset Master Listing, a physical inventory is to be taken and compared to the Master Listing and the agency's listing of assets from its asset control system. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 10)

PERSONAL LONG DISTANCE PHONE CALLS

As stated in our prior Report B23768, it has been the practice of the Indiana Department of Environmental Management to allow employees to make personal long distance telephone calls on the agency's telephones. Each month, employees are to review telephone bills, identify their personal calls, and present a check or cash to the agency for payment.

Personal long distance calls are not allowed to be charged to the State or placed over the State telephone network. Such calls should be charged to the employee's home phone, personal calling card, or placed collect. Agencies should review monthly telephone billings for indication of charges for personal calls. If an agency discovers that personal calls have been placed, reimbursement must be sought for the charges incurred and the employee should be instructed not to charge additional long distance calls on the state network. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 5)

STATE OWNED VEHICLES

The Indiana Department of Environmental Management maintains a fleet of two hundred one (201) vehicles for the agency's use. Thirty-five (35) of these vehicles are either emergency response or special use vehicles. The remaining one hundred sixty-eight (168) vehicles are classified as fleet vehicles. Fifty-two (52) or 31% of the one hundred sixty-eight (168) fleet vehicles were underutilized during the last year.

As noted in our prior two Reports B16786 and B23768, the Indiana Department of Environmental Management maintains a fleet of vehicles that are under-utilized.

State agencies may have vehicles assigned for long term use on a permanent basis. A vehicle should be returned when it is no longer considered necessary or becomes under-utilized, with less than 1,000 miles average monthly official State use. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 11)

For employees to be assigned vehicles on a permanent basis it must be shown that duties require travel in excess of 1,000 miles per month, or that the vehicle is identified as an integral part of the job. [P.L. 246-2005, Section 24, Appropriation Act]

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
EXIT CONFERENCE

The contents of this report were discussed on January 31, 2007, with Scott Nally, Assistant Commissioner; Daniel Murray, Assistant Commissioner; and Clara Farrow, Chief Financial Officer. The official response has been made a part of this report and may be found on pages 7 through 15.

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
We make Indiana a cleaner, healthier place to live.

Mitchell E. Daniels, Jr.
Governor

Thomas W. Easterly
Commissioner

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March 2, 2007

Bruce A Hartman, CPA, State Examiner
State Board of Accounts
Indiana Government Center South
Suite E 418
402 W. Washington Street
Indianapolis, Indiana 46204-2765

RE: Official Response

Dear Mr. Hartman:

This letter is Indiana Department of Environmental Management's (IDEM) official response to findings of the State Board of Accounts audit for the period July 1, 2004 – September 30, 2006.

EXCESS LIABILITY TRUST FUND

The comment regarding the current separate review of this fund per IC 13-23-7-7 is appreciated. IDEM staff will be happy to assist the review effort in any manner requested.

CONTRACT MONITORING

IDEM has strengthened directives for random programmatic audits of contractor invoices not only for the Clean Manufacturing Technology and Safe Materials Institute, as cited in the audit, but also for all entities contracting with the agency. The audit will include a comparison of receipts to invoice. Discrepancies will be discussed with the contractor and all results noted in the contract file.

APPROVAL OF FORMS

IDEM's staff is being asked to review IDEM's "Agency Forms Management Policy" (attached) to reinforce the requirement for forms approval by Indiana Commission on Public Records and the State Board of Accounts. Approval for the identified forms utilized by the Excess Liability Trust Fund is underway.

FIXED ASSET INVENTORY

Some IDEM paperwork for additions and deletions has been recently completed and will be delivered to Auditor of State (AOS) by 3/02/07. We are working on a Standard Operating Procedure and will make sure reconciliations are done quarterly. The AOS currently does not recognize some PeopleSoft Profile Identifiers; this situation has been recognized by both AOS and Government Management Information Section (GMIS) and we have been assured by GMIS that they would resolve this situation.

IDEM has conducted the 2006 annual physical inventory of assets with a unit cost greater than $19,999.99 and a useful life of greater than 12 months. Preparations are underway for the 2007 physical inventory.

IDEM received the latest AOS Fixed Asset Master Listing on 01/18/07. We are in the process of planning and conducting the annual physical inventory.

PERRSONAL LONG DISTANCE PHONE CALLS

Employees are required to review and verify the monthly telephone bills and attest that long distance calls charged to their work phone are for business purposes. The cost of any personal calls must be reimbursed to the State. In addition, IDEM management periodically reminds staff the State telephone network is not to be utilized for personal long distance phone calls. However, the Agency does allow employees to infrequently use the State network for emergency purposes. A copy of IDEM's policy regarding cellular and landline phone usage is attached.

Staff is again being reminded the State telephone network is only to be used for business needs.

STATE OWNED VEHICLES

We met with members of Indiana Department of Administration (IDOA) and were informed that the spreadsheet (Less than 1000.xls –see attached) was pulled from M5 database and that the odometer readings were based on uploads from Voyager Cards and Motor Pool Work order odometer readings. At this time IDOA is not entering the monthly readings on the Vehicle Mileage Reports (VMR). They are allowing us to utilize the 6 month average we calculated based on the monthly VMRs (8/06 – 1/07) (see attached).

Based on the above we have determined that of the 51, nine (9) special use, thirteen (13) exceed the average 1000 miles required, three (3) brand new, seventeen (17) Federal grant specific, three (3) not on IDEM's inventory, three (3) that have been promised for surplus when replacements arrive, and two (2) Leased from Motor Pool with High Mileage. We are currently recommending that the Agency remove one of the vans our couriers use to deliver mail to our satellite office at Shadeland.

IDEM appreciates the opportunity to respond to the State Board of Accounts findings.

Sincerely,

Thomas W. Easterly
Commissioner

TWE/cbf
attachments

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT **POLICIES & PROCEDURES**	NO: A-052-OEA-05-P-RO AUTHORIZED: Thomas W. Easterly, Commissioner	
SUBJECT: **Agency Forms Management Policy**	SUPERSEDES: New	PAGE 1 of 2
	EFFECTIVE: November 1, 2005	

PURPOSE: To establish a system to manage the creation, generation, printing and posting of all agency forms in order to comply with all applicable state regulations as stated in IC 5-15-5.1-1 and IC 4.23.16.12.

SCOPE: This policy applies to all materials created by IDEM employees that fall under the description of a form as outlined in IC 5-15-5.1-1. Exempted from the definition of form for purposes of this policy are pages created for one time use in informal meetings. Formal meetings, hearings and other official documents that gather information are included in the scope of this policy.

DEFINITIONS:

Form: "Form" means every piece of paper, transparent plate, or film containing information, printed, generated or reproduced by whatever means, with blank spaces left for the entry of additional information to be used in any transaction involving the agency or state.

IDEM Forms Coordinator: A designated Business Services Division staff person responsible for acting as the information gateway with the Indiana Commission on Public Records (ICPR). This coordinator handles all requests to ICPR for a state form number or posting assignments.

Sign-in Sheet: "Sign-in sheet" means a handwritten or typewritten document that gathers meeting attendee information. A sign-in sheet that gathers information about a participant is considered a form only when used in a meeting or hearing that conveys public record status.

Web Team Member: A designated Media And Communications Services staff person responsible for the creation and maintenance of a program area Web site.

Web Central Forms Manager: A designated Media And Communications Services staff person responsible for acting as the information gateway with the web content manager and the IDEM forms coordinator. This position handles all requests to develop or update forms for program areas.

STATEMENT OF PROCEDURES / RESPONSIBILITIES:

1. All materials that meet the definition of a form as outlined in IC 5-15-5.1-1 must have a state form number and meet the layout and design requirements as outlined by the Indiana Commission on Public Records. This applies to all forms, regardless of use, type, location or format.
2. The following steps must be taken for the creation of a new or updated state form:
    a. Complete IDEM Forms Management Project Work Order to track the form through the form approval process (must accompany the package through the entire form approval process).
    b. Form content and design must be approved by program Assistant Commissioner.
    c. Form content and design must be approved by the program area's designated Office of Legal Council Attorney.

d. Once the content and design have been approved, attach 2 copies of the form, completed Request for Approval of New/Revised Form (SF# 36040), and if needed, Request For Approval of Electronic Form (SF# 48874) with a disk or CD containing an electronic copy of the form, and printing requisition for forms requiring printing by Central Printing, PEN or outside vendor.
e. Submit all the necessary paperwork to the appropriate program Web Team Member.
f. The Web Team Member will review the package and submit it to the Web Central Forms Manager.
g. The Web Central Forms Manager will review the package and submit it to the IDEM Forms Coordinator.
h. The IDEM Forms Coordinator will review and sign State Form 36040 and State Form 48874 and then deliver the appropriate request, if needed to State Board of Accounts for approval, and for a form number to the appropriate ICPR representative.
i. Once the review is complete, ICPR will post the new form to the state forms catalog. Multiple form formats will be allowed under the IDEM catalog area. (See 6) Print requisitions will be processed by ICPR and sent to Central Printing.
j. ICPR will notify the IDEM Forms Coordinator when forms have been posted. The Web Central Forms Manager will then add links from the IDEM site to the appropriate file in the ICPR catalog and add the entry into the IDEM Publications and Forms Catalog.

3. Time frames for forms:
   a. Development and layout - 3 weeks
   b. ICPR approval and posting - 3 weeks
   c. IDEM Web linkage – 1 week
   d. Printing – allow 1 to 6 weeks depending on format of form
4. No state forms will be housed on the IDEM Web site. Forms will be housed on the ICPR state forms catalog as outlined in IC 5-15-5.1-1. Links will be provided on the IDEM site that allows visitors to access the necessary forms.
5. Any complementary documentation or guidance on completing the form will be housed on the IDEM site and linked to the ICPR state forms catalog. This documentation will be generated as an HTML file.
6. Multiple form formats will be allowed under the IDEM area of the ICPR state forms catalog. This will allow program areas to determine the best approach for each form. Fillable forms and alternative formats can be posted, but must be generated in the manner as outline in #2. Currently the accepted file formats are: Adobe PDF and Microsoft Word.
7. The IDEM Publications and Forms Catalog will contain links and necessary search information to allow visitors to access agency forms. The catalog will contain only links to the appropriate forms on the ICPR state forms catalog.
8. Once per year, the IDEM catalog will be reviewed for accuracy and to determine the need for the forms listed. Web content managers will be required to determine the need of all forms listed for their respective program areas.
9. If a requester needs assistance in the development of a form, contact the program area Web Team Member. The Web Team Member will work with MACS Publications team to develop forms as needed.

REFERENCES:
IC 5-15-5.1-1
IC 4.23.16.12

State Form 4336

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

INDIANAPOLIS

OFFICE MEMORANDUM

Date: March 23, 2005

To: Assistant Commissioners

Thru: Scott J Nally
Assistant Commissioner

From: Clara Farrow, Deputy Controller

Subject: Cellular Phones, Offsite Landline Phones and Utility Program Approval

This document outlines the Standard Operating Procedure to be followed for the approval of payment for cellular phones, offsite landline phones (not included on the Communication Services Invoice) and utility charges.

Cellular Phone invoices:

- A copy of all cellular phone invoices will be sent to the appropriate program Assistant Commissioner for review and approval as they are received in Fiscal & Accounting. It will be the program area's responsibility to notify Accounting immediately upon the discontinued use or funding source change of any cell phone.
- After review by the Assistant Commissioner, the invoice(s) must be signed and dated on the sticker applied to the face of the invoice.
- By signing the cellular invoice, the Assistant Commissioner has approved all phone charges including long distance and any directory assistance charges were necessary to conduct state business, it is still an active account and is being paid from the correct funding source.
- Any charges for equipment should be approved in advance and a copy of the memo sent to Accounting to attach to the invoice upon receipt.
- The signed copy of the invoice must be returned to Accounting within three weeks of receipt.
- It is the responsibility of the Assistant Commissioner to retain a copy of the invoice for their program records if they wish to have one.

Landline Phones and Utility Invoices:

- Offsite landline phones and utility bills will be sent out once annually for funding source and active account verification. It will be the program area's responsibility to notify Accounting immediately upon the discontinued use or fund source change of any offsite landline phone or utility service.
- After review by the Assistant Commissioner, the invoice(s) must be signed and dated on the sticker applied to the face of the invoice.
- By signing the offsite landline phone invoices, the Assistant Commissioner has approved all phone charges including long distance and any directory assistance charges were necessary to conduct state business, it is still an active account and is being paid from the correct funding source.
- By signing the utility invoice, the Assistant Commissioner has approved that the utility is still an active account and is being charged to the correct funding source.
- The signed copy of the invoice must be returned to Accounting within three weeks of receipt.
- It is the responsibility of the Assistant Commissioner to retain a copy of the invoice for their program records if they wish to have one.

Please return the invoice(s) to Fiscal & Accounting, IGCN, Room N1340, to the attention of Utility Coordinator, Accounts Payable.

This is an example of the label that will be on the face of your invoices.

"I certify that the attached invoice has been reviewed and approved. By signing this, I approve that all charges were necessary and appropriate for business use."
Signature:_____Date:_____

Vehicle Mileage Averages

	COMM#	YEAR	MAKE	MODEL	BRANCH/SECTION	DRIVER	PROGRAM AREA	MANAGER	FUND-CENTER	MILEAGE FOR AUG.	MILEAGE FOR SEPT.	MILEAGE FOR OCT.	MILEAGE FOR NOV.	MILEAGE FOR DEC.	MILEAGE FOR JAN.	AVERAGE MILEAGE
1	633	1994	Chevy	Suburban	Air Monitoring	Program	OAQ	Ken Paul 3-2804	3610-140900	1194	4	0	0	0	583	**296.8**
2	656	1995	Chevy	Caprice Wagon	Prog. Plan & Policy	Program	OAQ	Ken Paul 3-2804	3610-140900	3	13	390	264	0	256	**154.3**
3	707	2001	Ford	Expedition	Compliance	Program	OLQ	Nicole Kane 2-4518	3610-152000	1340	701	939	1307	977	811	**1012.5**
4	1233	2006	Chevy	Uplander	Ambient	Program	OAQ	Ken Paul 3-2804	3610-154200	2802	1727	2045	761	1013	1124	**1578.7**
5	1240	2007	Ford	Crown Victoria	Investigations	Tom Sak	Investigations	Krys Klimczak 2-8128	3610-102600	2686	2146	2051	2003	1676	2219	**2130.2**
6	1243	2007	Ford	Taurus	Compliance Data	Program	OAQ	Ken Paul 3-2804	2760-150000	1858	920	1803	1093	611	889	**1195.7**
7	1246	2007	Ford	Taurus	Compliance Data	Ray Schick	OAQ	Ken Paul 3-2804	2760-150000	1196	674	730	796	796	446	**773.0**
8	1247	2007	Chevy	Suburban	Air Monitoring	Program	OAQ	Ken Paul 3-2804	3610-140900			632	695	1013	697	**759.3**
9	1312	2007	Chevy	Suburban	Air Monitoring	Program	OAQ	Ken Paul 3-2804	3610-140900			1026	769	894	1270	**989.8**
10	13043	1994	Chevy	P/U	Stormwater	Rob Beck	OWQ	Donna Palmer 3-0478	2830-100600	0	0	0	0	0	0	**0.0**
11	13937	1997	Chevy	P/U	OPPTA	Cathy Csatari	NWRO	Janice Melton 219/757-0265	3610-102100	950	460	347	174	58	0	**331.5**
12	14678	2007	Chevy	Trailblazer	Remediation	Program	OLQ	Nicole Kane 2-4518	2830-100800						1628	**1628.0**
13	14858	2001	Jeep	Cherokee	Investigations	Mary Ann Habeeb	Investigations	Krys Klimczak 2-8128	3610-102600	317	448	665	114	40	1316	**483.3**
14	14865	1997	Chevy	Suburban	Surveys	Program	OWQ	Donna Palmer 3-0478	2830-100600	1824	432	899	35	0	0	**531.7**
15	14868	1997	Jeep	Cherokee	Watershed Mgmt	Program	OWQ	Donna Palmer 3-0478	3610-140500	738	7	261	1495	1318	772	**765.2**
16	14876	1996	Ford	Taurus Wagon	Air Compliance	Ryan Hillman	OAQ	Ken Paul 3-2804	2760-150000	1614	1083	942	1057	809	1083	**1098.0**
17	14881	1996	Ford	Taurus Wagon	Legal	Program	Legal	Carole Potter 3-5643	3610-102400	565	314	0	17	24	0	**153.3**
18	14889	1996	Ford	Bronco	Surveys	Program	OWQ	Donna Palmer 3-0478	2830-100600	1065	21	386	0	21	151	**274.0**
19	14890	1996	Ford	Bronco	Surveys	Program	OWQ	Donna Palmer 3-0478	2830-100600	954	39	0	22	0	78	**182.2**
20	14899	1996	Ford	Cargo Van	Distrib Ctr	Program	Business Services	Scott Bott 3-9511	3610-101000	198	371	428	340	480	216	**338.8**
21	14905	2004	Jeep	Liberty	Comp./Inspec.	Katrina Hamilton	OWQ	Donna Palmer 3-0478	2830-100600	1039	701	1854	1156	1511	1611	**1312.0**
22	14913	1996	Jeep	Cherokee	NWRO	Bob Lamprecht	NWRO	Janice Melton 219/757-0265	3610-102100	184	657	930	656	161	1124	**618.7**
23	14916	2004	Jeep	Liberty	Comp./Inspec.	Rex Counterman	OWQ	Donna Palmer 3-0478	2830-100600	910	200	822	1645	1086	1638	**1050.2**
24	14926	1997	Chevy	Suburban	Surveys	Program	OWQ	Donna Palmer 3-0478	2830-100600	753	976	398	63	0	61	**375.2**
25	14932	1997	Chevy	Cavalier	Prog. Plan & Policy	Program	OAQ	Ken Paul 3-2804	2760-150000	1202	738	582	494	421	980	**736.2**
26	14974	1998	Jeep	Cherokee	Watershed/Wetlands	Program	OWQ	Donna Palmer 3-0478	2830-100600	955	1343	1104	1219	964	1309	**1149.0**
27	14980	1998	Ford	Taurus Sedan	Commissioner	Program	Commissioner	Carolyn Koontz 2-8611	3610-101000	835	408	788	1248	872	779	**821.7**
28	14982	1998	Ford	Taurus Sedan	Watershed	Program	OWQ	Donna Palmer 3-0478	3610-140500	1194	557	132	895	1463	381	**770.3**
29	14986	1999	Ford	Taurus Sedan	Air Monitoring	Program	OAQ	Ken Paul 3-2804	3610-140900	1552	322	450	389	213	250	**529.3**
30	14988	1999	Chevy	Suburban	Assessment/BS	Program	OWQ	Donna Palmer 3-0478	2830-100600	45	41	921	780	0	97	**314.0**
31	14989	1999	Chevy	Tahoe	Compliance/Inspec.	Phil Preston	OWQ	Donna Palmer 3-0478	2830-100600	2594	499	351	749	1711	73	**996.2**
32	14990	1999	Jeep	Cherokee	Waste Water	Cynthia Galvan	NRO	David Lawrence	3610-102200	1080	1180	1361	1085	748	1008	**1077.0**
33	14992	1999	Jeep	Cherokee	Watershed/Wetlands	Program	OWQ	Donna Palmer 3-0478	2830-100600	1653	610	803	839	372	395	**778.7**
34	14999	2005	Chevy	Suburban	Air Monitoring	Program	OAQ	Ken Paul 3-2804	3610-140900	2148	2292	783	1021	890	1028	**1360.3**
35	19815	2000	Chevy	Crew-Cab	Assessment	Program	OWQ	Donna Palmer 3-0478	2830-100600	1708	1605	363	25	0	21	**620.3**
36	19819	2000	Dodge	Ram	Emer. Response	Jason Sewell	OLQ	Nicole Kane 2-4518	1000-121390	3289	1070	990	743	1062	920	**1345.7**
37	19820	2000	Ford	Excursion	Assessment/Bio	Todd Davis	OWQ	Donna Palmer 3-0478	2830-100600	848	215	37	20	212	336	**278.0**
38	19823	2000	Ford	Expedition	Air Compliance	D. VanDemark	OAQ	Ken Paul 3-2804	2760-150000	1823	1829	1646	694	423	0	**1069.2**
39	19845	2001	Ford	Taurus	OPPTA	Program	OPPTA	Fred Saylor 4-4052	1000-121780	1655	1442	1544	511	1265	1778	**1365.8**
40	19849	2001	Ford	Taurus	Drinking Water	Program	OWQ	Donna Palmer 3-0478	2830-101700	638	125	702	789	132	586	**495.3**
41	19861	2001	Ford	P/U	NWRO	Mike Hall	NWRO	Janice Melton 219/757-0265	3610-102100	435	967	441	384	347	752	**554.3**
42	19862	2001	Toyota	Privus	Prog. Plan & Policy	Program	OAQ	Ken Paul 3-2804	3610-147900	488	753	1615	25	11	0	**482.0**
43	19863	2002	GMC	Van	Assessment/Surveys	Program	OWQ	Donna Palmer 3-0478	2830-100600	1265	997	343	0	0	267	**478.7**
44	19866	2002	Ford	Taurus Sedan	Legal	Program	Legal	Carole Potter 3-5643	3610-102400	1238	779	424	278	585	392	**616.0**
45	19869	2002	Chevy	Suburban	Bio. Studies	Program	OWQ	Donna Palmer 3-0478	2830-100600	848	1191	1060	0	480	588	**694.5**
46	19871	2002	Chevy	Suburban	Surveys	Program	OWQ	Donna Palmer 3-0478	2830-100600	1904	898	651	1237	22	2247	**1159.8**
47	19884	2003	Dodge	Caravan	Prog. Plan & Policy	Program	OAQ	Ken Paul 3-2804	3610-140900	905	474	383	1001	662	580	**667.5**
48	19887	2003	Ford	Expedition	OLQ	Program	OLQ	Nicole Kane 2-4518	2830-100800	654	1377	751	810	1284	980	**976.0**

UNIT_NO	YEAR	MAKE	MODEL	30 Day Average	Using Dept Description	Intended use of the vehicle, function to be performed in its daily job.	Average monthly mileage of official use (using 6 month ave)	Consideration of consolidating vehicle use. Can one vehicle be used to accommodate two or more needs?	Vehicle justification must be provided in order to retain vehicle.	Odometer reading
00633	1994	CHEVROLET	SUBURBAN	105.28	495 AIR MANAGEMENT OPERATING	4 months with little or no mileage 9-12/06	296		Lease Motor Pool-High Mileage	93237
00656	1995	CHEVROLET	CAPRICE SW	281.54	495 AIR MANAGEMENT OPERATING		154		Lease Motor Pool-High Mileage	113201
00707	2001	FORD	EXPEDITION	759.23	495 NEWPORT CHEMICAL DEPOT	Newport Chemical Depot	1012		Lease Motor Pool	123860
01233	2006	CHEVROLET	UPLANDER VAN	760.50	495 BIO WATCH MONITORING	Biowatch monitoring	1578		Grant specifc	
01240	2007	FORD	CROWN VIC	288.41	495 INVESTIGATIONS		2130		Special use	
01243	2007	FORD	TAURUS	0.00	495 TITLE V AIR PERMIT PROGRAM		1195		new	
01246	2007	FORD	TAURUS	748.58	495 TITLE V AIR PERMIT PROGRAM		773		new	
01247	2007	CHEVROLET	SUBURBAN	749.73	495 AIR MANAGEMENT OPERATING		759		new	
01312	2007	CHEVROLET	SUBURBAN	785.24	495 AIR MANAGEMENT OPERATING		989		new	
13043	1994	CHEVROLET	TRUCK	63.21	495 WATER MANAGEMENT-PERMITTING				Marked for surplus when replacement received	
13937	1997	CHEVROLET	TRUCK	630.17	495 NORTHWEST REGIONAL OFFICE		331		Marked for surplus when replacement received	85956
14678	2007	CHEVROLET	TRAILBLAZER	693.43	495 HAZARDOUS WASTE MNGT-PERMITT		1628		new	
14858	2001	JEEP	CHEROKEE	353.65	495 INVESTIGATIONS	Env. Criminal Investigation	483		Special use	53317
14865	1997	CHEVROLET	SUBURBAN	621.26	495 WATER MANAGEMENT-PERMITTING		531		Special use	
14868	1997	JEEP	CHEROKEE	941.12	495 NON-POINT SOURCE 205J		765		Grant specifc	116884
14876	1996	FORD	TAURUS SW	249.64	495 TITLE V AIR PERMIT PROGRAM		1098		Grant specifc	
14881	1996	FORD	TAURUS SW	229.42	495 LEGAL AFFAIRS		153		Marked for surplus when replacement received	86933
14882	2001	DODGE	RAM TK	797.95	495 ENVIROMENTAL MGMT OPERATION			Not on our lists		
14889	1996	FORD	BRONCO	531.83	495 WATER MANAGEMENT-PERMITTING		274		Grant specifc	60378
14890	1996	FORD	BRONCO	35.04	495 WATER MANAGEMENT-PERMITTING		189		Grant specifc	78663
14899	1996	FORD	ECONO VAN	421.77	495 ENVIRONMENTAL MGMT. OPERATIN	Mail courier	338	Mail room willing to give up #14940		
14905	2004	JEEP	LIBERTY	782.98	495 WATER MANAGEMENT-PERMITTING		1312		Grant specifc	
14912	2001	FORD	RANGER	781.84	495 ENVIROMENTAL MGMT OPERATION			Not on our lists		
14913	1996	JEEP	CHEROKEE	339.19	495 NORTHWEST REGIONAL OFFICE		618		Grant specifc	107319
14916	2004	JEEP	LIBERTY	699.28	495 WATER MANAGEMENT-PERMITTING		1050		Grant specifc	
14926	1997	CHEVROLET	SUBURBAN	571.77	495 WATER MANAGEMENT-PERMITTING		375		Special use	
14927	2001	DODGE	RAM VAN	345.00	495 ENVIROMENTAL MGMT OPERATION			Not on our lists		
14932	1997	CHEVROLET	CAVALIER	278.94	495 TITLE V AIR PERMIT PROGRAM		736		Grant specifc	110201
14974	1998	JEEP	CHEROKEE	802.50	495 WATER MANAGEMENT-PERMITTING		1149		Grant specifc	
14980	1998	FORD	TAURUS	985.39	495 ENVIRONMENTAL MGMT. OPERATIN	Commissioner	821		Grant specifc	87009
14982	1998	FORD	TAURUS	896.22	495 NON-POINT SOURCE 205J		770		Grant specifc	106632
14986	1999	FORD	TAURUS SW	770.29	495 AIR MANAGEMENT OPERATING		529		Grant specifc	62447
14988	1999	CHEVROLET	SUBURBAN	802.99	495 WATER MANAGEMENT-PERMITTING		314		Special use	
14989	1999	CHEVROLET	SUBURBAN	754.31	495 WATER MANAGEMENT-PERMITTING		996		Grant specifc	122097
14990	1999	JEEP	CHEROKEE	931.80	495 NORTHERN REGIONAL OFFICE		1077		Grant specifc	
14992	1999	JEEP	CHEROKEE	676.83	495 WATER MANAGEMENT-PERMITTING		778		Grant specifc	100228
14999	2005	CHEVROLET	SUBURBAN	690.47	495 AIR MANAGEMENT OPERATING		1360			
19815	2000	CHEVROLET	TRUCK	600.63	495 WATER MANAGEMENT-PERMITTING		620		Special use	
19819	2001	DODGE	RAM TK	926.87	495 ENVIROMENTAL MGMT OPERATION		1345		Special use	

9820	2000	FORD	EXPEDITION	283.02	495 WATER MANAGEMENT-PERMITTING		278		Grant specifc	123773
9823	2000	FORD	EXPEDITION	892.67	495 TITLE V AIR PERMIT PROGRAM		1069			
9845	2001	FORD	TAURUS	792.86	495 POLLUTION PREVENTION TECH AS		1365			
9849	2001	FORD	TAURUS	927.03	495 SAFE DRINKING WATER		495		Grant specifc	75770
9861	2001	FORD	RANGER	573.90	495 NORTHWEST REGIONAL OFFICE		554		Grant specifc	62183
9862	2001	TOYOTA	PRIUS	698.10	495 AUTO EMISSIONS TESTING		482		Grant specifc	55463
9863	2002	GMC	TRUCK	689.54	495 WATER MANAGEMENT-PERMITTING		478		Special use	
9866	2002	FORD	TAURUS	704.50	495 LEGAL AFFAIRS		616		Special use	38939
9869	2002	CHEVROLET	SUBURBAN	723.17	495 WATER MANAGEMENT-PERMITTING		694		Special use	
9871	2002	CHEVROLET	SUBURBAN	992.49	495 WATER MANAGEMENT-PERMITTING		1159		Grant specifc	
9884	2003	DODGE	GRAN CARAVAN	595.41	495 AIR MANAGEMENT OPERATING		667		Grant specifc	54933
9887	2003	FORD	EXPEDITION	935.57	495 HAZARDOUS WASTE MNGT-PERMITT		976		Grant specifc	53866
					48					