

Strategic Lean Project Report



State Environmental Policy Act (SEPA) Proposal Review Process

Agency: Department of Ecology

Project Impact

The Department of Ecology's Northwest Regional Office improved their SEPA proposal review process, reducing the time it takes to create the daily list of SEPA proposals from an average of 30 minutes to an average of five minutes. The new process also reduced the time needed for team review from an average of seven days to an average of one day. Now the review team has the full 14-day comment period to assess proposals, determine potential environmental impacts and required permits, which results in better protection for Washingtonians' health and the environment.

Project Summary

Ecology reviews and comments on all State Environmental Policy Act (SEPA) proposals for the state of Washington. Every day, the SEPA Coordinator must compile the list of proposals and distribute them to the review team. The review must be completed within a 14-day comment period. The process for creating and distributing the SEPA proposal review list was taking an average of 30 minutes per day. This delayed the distribution of the list to the review team, sometimes a few days after we received the proposals.

In January 2017 the average time to create the daily list of SEPA proposals was 30 minutes, compared to our target of five minutes or less, which we reached by March 2017.

In January 2017, the average time it took to send out the SEPA proposal list for review was five to seven days, compared to our target of two days, which we reached by March 2017.

We improved the SEPA proposal review process by:

- Changing the way we create the daily list of SEPA proposals. Instead of using a manual process to create and format an Excel spreadsheet, we now do a simple search of the online database to create the list.
- Sending the review team a link to the search results instead of the Excel spreadsheet.

Project Results



Time

Decreased the average time it takes the SEPA coordinator to create the SEPA proposal list **from** 30 minutes **to** 5 minutes.



Total average time savings of 8.3 hours per month.



Time

Decreased the average time to distribute the SEPA list of proposals **from** an average of 7 days **to** an average of 1 day.



Total average time savings of five days.

Project Details

Date improvement project was initiated: 10/1/2016

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