

General Manual - 330
PART 481 - TRIP REPORTS

WA481.1(d)

WA481.0 Purpose

This part sets forth policy in Washington State regarding the preparation and distribution of trip reports.

WA481.1 Policy

(a) State office staff, technical support staff, and all team specialists will make trip reports when one or more of the following conditions exist:

(1) When particularly noteworthy or special progress has been accomplished in items such as quantity of work, quality of work, training, and working relationships.

(2) When unique or unusual kinds of problems, situations, techniques, or procedures have been noted.

(3) When deficiencies or needs for improvement have been noted that are of the nature that should be brought to the attention of others and/or of the type for which definite and specific follow-up is needed.

(4) When requested at the discretion of the supervisor or participants.

(b) Trip reports are not required where repetitive trips are made to the same location or project to collect data or make routine studies such as in the development of watershed work plans, river basin studies, program or functional inspections, or soil survey progress reviews. Reports are not required covering attendance at in-service meetings such as team meetings and workshops where an agenda has been developed prior to the meeting.

(c) Staff members who attend or participate in interagency meetings or conferences should report significant developments to their supervisors. These reports may be either oral or written as circumstances require, but need not be in the usual trip report format.

(d) When assistance is provided by a team of two or more, only the spokesperson or project or team leader need report.

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WA481.2 Format

- (a) Purpose: Briefly state where and when the trip was made, who was involved, and the purpose of the trip.
- (b) Accomplishments: Briefly state what was accomplished, such as - training was given, cooperators serviced, problems resolved, criteria established, or procedures agreed upon.
- (c) Agreed Actions: State the agreements reached for future actions. This section should clearly state what future action is to be taken by (a) the team or field office and (b) the individual giving assistance. Deadlines and schedules for action should be indicated as appropriate.
- (d) Recommended Actions: It is important that this section set forth recommendations for those problems not resolved. Also, when further action is necessary by other than the participants, it should be so stated as a recommended action.

WA481.3 Distribution.

- (a) Trip reports will be distributed by email.
- (b) Individuals preparing trip reports will provide a copy of the trip report to their supervisor with copies to other trip participants and the program or discipline leader involved in the trip's activities. The District Conservationist and Area Conservationist will receive a copy of each trip report pertaining to the activities in their respective teams. District Conservationists will ensure that trip reports are shared with all members of their team. Supervisors are required to distribute the trip reports to other members of the State Leadership Team when the findings, recommendations, and/or action items are applicable to the whole state and that are designed to improve operations.
- (c) When it is considered that a report is of interest to, or requires the attention of the State Conservationist, a copy will be provided to the STC.

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