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**Department of Ecology (ECY)**

**Agency: 461**

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**Audit Report:** 1001212

**Finding Number:** 001

**Finding:** The Department of Ecology does not have a process to ensure its asset management system is properly used and monitored, resulting in an inaccurate inventory and an increased risk of loss or misappropriation of state resources.

**Resolution:** In response to this finding, the Department took or will take the following steps:

- Designated an agency inventory officer with asset inventory and tracking oversight responsibility and authority.
- Will establish policies and procedures to ensure assets reported as lost, missing, or disposed of are removed from the Capital Asset Management System (CAMS) in a timely manner.
- Will establish within Department policy a physical inventory schedule that meets the two-year physical inventory requirement, while taking into consideration peak work periods for Department programs.
- Will conduct a complete physical inventory of assets recorded in CAMS and program unique systems, reconcile any differences, and remove any missing or surplus assets. The Department will make every attempt to locate missing items and investigate any significant or recurring losses.

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**Audit Report:** 1001212

**Finding Number:** 002

**Finding:** The Washington Department of Ecology is not safeguarding fuel cards nor monitoring fuel card purchases, increasing the risk of loss or misuse of state resources without detection.

**Resolution:** The Department took or will take the following steps in response to the finding:

- Revised the vehicle mileage log form to address fuel purchase card usage for purchases for assigned vehicles or ancillary equipment.
- Will update policies relating to Department vehicles to ensure fuel purchase cards are secured and monitored.
- For all of its locations, the Department will ensure that fuel purchase cards are secured when not in use.
- Will educate drivers by putting materials in the vehicle binders, putting an article in the Department's newsletter, sending emails, covering the information during defensive driving training, and through conversations with managers and drivers. This has started and will be an ongoing activity.
- Will reconcile the invoices from the state fuel card contract vendor and Department of Transportation with purchase logs each month. If any discrepancies are found, the key controller for the card in question will be notified to contact the driver and update the logs. Any misuse identified will be addressed in accordance with Department policy. This procedure started with the August 2009 billing and will be an ongoing activity.

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