Monthly Work Log

ESD, MON YYYY

### Summary:

1. X

### Purchasing (P):

1. X

### Look Ahead (LA) (Running To-Do List):

Checkbox (click the box to change to “checked”)

[TASK]

-add new tasks from [MONTH] “Notes” section in white journal

-carry over incomplete tasks from previous month’s Work Log

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| **General Management:** General Cooperative Agreement Management Activities. (GM) |

* X

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| **Element 1:** Timely survey and inventory of brownfield sites. (E1) |

* X

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| **Element 2:** Oversight and enforcement authorities or other mechanisms and resources. (E2) |

* X

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| **Element 3:** Mechanisms and resources to provide meaningful opportunities for public participation. (E3) |

* X

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| **Element 4:** Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete. (E4) |

* X

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| **Public Record:** Maintain the Public Record (PR)(#monthlymonitoring) |

* X

### Deliverables

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| **Trip Reports:** Outreach, events, or training that required the TRP Coordinator to physically go somewhere. (TR) |

* X

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| **Site-specific Work:** Deliverables pertaining to work on a specific site from this year’s Work Plan (SW) |

* X

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| **Outreach Materials:** Newsletters, articles, brochures, flyers, etc. (O) |

* X

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| **Meetings:** Brownfields related training, workshops, and information sessions. (M) |

* X

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| **Webinars:** Brownfields related training, workshops, and information sessions. (W) |

* X

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| **LUC Tasks:** Tasks assigned to TRP Coordinator. (L) |

* X

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| **TRP Manual:** Updates and edits. (TM) |

* X

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| **Other:** Items that don’t fit neatly into the above categories but need to be included in the QPR. (MX) |

* X

**Daily Log: Brownfield Program Activities**

*Example:*

3M GM Created a new monthly work log template.

**(Date/Day) (Code) (Note)**

#D XX X

### How to Use this Template

*This section can be deleted before submitting in a Quarterly Progress Report (QPR).*

It might seem strange, but you work this template from back to front so that the finished product is ready to go when you do your Quarterly Progress Report. It will also create handy lists so that you are sure to have all your deliverables in order.

1. Start in the “Daily Log” section.
2. Every day, write down the date and the work activities that were accomplished.
3. Make the following notations so you know where to sort the activities in the above sections:
   1. CV CVTC Internal Process – keep in Daily Log, but don’t migrate up to the main sections
   2. GM General Management
   3. LA Look Ahead – Running to-do list
   4. LL LUC Tasks
   5. M Meetings
   6. MX Other/Misc. – remember to put in the QPR, but not here as you build a monthly work log
   7. O Outreach Materials
   8. P Purchasing – add the completed template to the QPR, but not all the receipts (#7 below)
   9. PR Public Record (#MonthlyMonitoring)
   10. RI Restricted/Internal – keep these in your journal; don’t put them in this work log
   11. SW Site-specific Work – on sites specifically budgeted for in the current Work Plan
   12. TM TRP Manual (see: 4.v. below)
   13. TR Trip Report
   14. W Webinar
4. Copy and paste each entry into the appropriate “Deliverables” section.
   1. This section is designed so that you know what you have to include in the QPR.
   2. Each “deliverable” will require a separate document or report when the QPR is submitted at the end of the month.
      1. There is a Trip Report template.
      2. There are Meeting and Webinar templates.
      3. Outreach Materials (like newsletters or brochures) should be submitted as they are.
      4. LUC letters should be submitted as they are.
      5. TRP Manual Updates: Do not submit the entire manual as the increasing size makes it difficult to email the QPR. Instead, there is a “TRP Manual Edits/Suggestions” page that can be filled-out and submitted each quarter.
5. Use the current Cooperative Agreement Work Plan to then sort the work activities by Element Number (E1-E4) or Public Record (PR) in the section above “Deliverables”.
6. When you have finished, look through this document for 4-5 work tasks that really stand out. Include these in the “Summary” section in complete, third-person sentences. (e.g. “The TRP Coordinator successfully…”)
   1. Look for work items that didn’t get completed and include them in the “Look Ahead” section so that you can stay on top of them from month to month.
7. If you purchased any program supplies during the month, or you had other accounting work to do (e.g. adjusting a check request, etc.) make a list of these events under “Purchasing”. You will need to submit a list of purchased supplies/equipment with each QPR using the Monthly Purchasing Log. (There’s a template.)
8. “Success Stories” are now submitted annually with any QPR. You may wish to mark big accomplishments each month so that you will easily find something to write about. For example:

October 2020

20| Spill Response Training @ CVTC Transportation [\*Success Story Idea]

* 1. Once you’ve completed your annual success story, check the box in the footer and carry the QPR number over when it was completed during this EPA fiscal year.

1. Put scheduled meetings or tasks that are “in progress” in the “Look Ahead” section. Carry unfinished projects in this section forward from month to month so you can keep track of them without having to rifle through your written daily log. (Trust me: it’s a lot easier this way and will help keep you on track when you’re trying to remember what you wanted to accomplish.)