



Washington State  
RECREATION and  
CONSERVATION FUNDING  
BOARD

**ORV NOISE  
ENFORCEMENT  
GRANT PROGRAM**  
*Policies and Project Selection*

**13a**

**FEBRUARY 13, 2008**

## Recreation and Conservation Funding Board

- Our Mission*** To provide leadership and funding to help our partners protect and enhance Washington's natural and recreational resources for current and future generations.
- Our Services*** To make statewide strategic investments through policy development, grant funding, technical assistance, coordination, and advocacy.
- Our Values*** To provide efficient, fair, and open programs that are conducted with integrity. The results foster healthy lifestyles and communities, stewardship, and economic prosperity in Washington.



## Recreation and Conservation Funding Board Members

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Val Ogden, Vancouver, Chair  
 Bill Chapman, Mercer Island  
 Karen Daubert, Seattle  
 Steven Drew, Olympia  
 Jeff Parsons, Leavenworth

### ***Agency Members***

Washington State Department of Fish and Wildlife  
 Washington State Department of Natural Resources  
 Washington State Parks and Recreation Commission

On July 1, 2007 the Interagency Committee for Outdoor Recreation's name changed to the Recreation and Conservation Funding Board. The staff that supports the board is now called the Recreation and Conservation Office.

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## SECTION 1 – PROGRAM OVERVIEW

### ABOUT RCFB

This manual contains basic information, policies, and project selection criteria for off-road vehicle (ORV) noise enforcement grants awarded by the Recreation and Conservation Funding Board (RCFB). This program is a sub-category of the Nonhighway and Off-Road Vehicle Activities (NOVA) Program.

The RCFB, previously named the Interagency Committee for Outdoor Recreation, was created in 1964 by a vote of Washington's citizens. This board consists of five citizen members appointed by the Governor, and the directors (or designees) of the Department of Fish and Wildlife, the Department of Natural Resources, and the State Parks and Recreation Commission.

The Recreation and Conservation Office (RCO) provides staff support to the RCFB. The RCO consists of a director appointed by the Governor and others engaged in administrative, planning, and project functions. The RCO is a planning and grants agency and does not own or operate facilities. Its grant programs include funding for general parks and recreation, boating, trails, water access, farmland preservation, habitat conservation, off-road vehicle recreation, and firearms and archery range recreation.

### Information Sources

Recreation and Conservation Office  
Natural Resources Building  
1111 Washington Street, Floor 2 East  
Olympia, Washington  
*Mailing address:*  
P.O. Box 40917  
Olympia, Washington 98504-0917

*Phone* (360) 902-3000  
*FAX* (360) 902-3026  
*TTY* (360) 902-1996  
*Email:* [info@rco.wa.gov](mailto:info@rco.wa.gov)  
*Web site*  
<http://www.rco.wa.gov>

### Related Publications

Other RCFB program policy manuals related to noise enforcement grants include:

- ▶ *Funded Projects: Policies and the Project Agreement* - Manual 7
- ▶ *Reimbursements: Grant Programs* - Manual 8
- ▶ *Nonhighway and Off-Road Vehicle Activities Program: Education & Enforcement, Policies & Project Selection* - Manual 13.

### MANUAL AUTHORITY

The authority for policies in this publication is from Chapter 46.09 of the Revised Code of Washington (RCW) and Title 286 of the Washington Administrative Code (WAC). These policies were adopted by the RCFB in a public meeting on November 2, 2007.

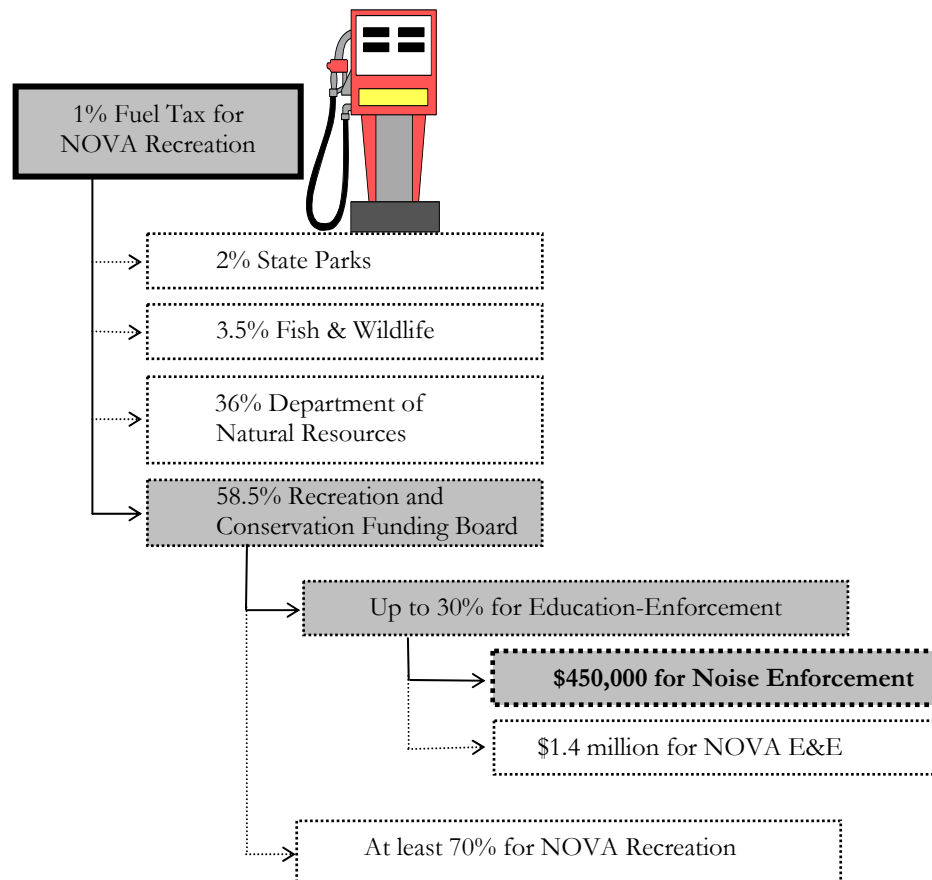
In 2007, the Legislature designated \$450,000 of the NOVA Program's 2007-09 appropriation to be used specifically for noise enforcement grants as follows:

***Engrossed Substitute House Bill 1092, Section 3144  
For the Recreation and Conservation Funding Board (RCFB)  
Nonhighway Off-Road Vehicle Activities (08-4-008)***

*The appropriation in this section is subject to the following conditions and limitations: \$450,000 of the appropriation is provided solely for grants to local law enforcement and noise enforcement agencies for the enforcement of existing state noise laws and regulations. Grants may be used to acquire noise monitoring equipment and to compensate law enforcement agencies for staff overtime and administrative expenses.*

Unless reauthorized by the Legislature, this is one-time funding. Some types of noise enforcement activities, however, will remain eligible for funding in the NOVA Program's Education and Enforcement category.

**Figure 1. Allocation of Funds**



**Funding Process** In the application, grant applicants answer a series of questions which are scored and ranked by the director-appointed NOVA advisory committee. This listing is the foundation for staff's funding recommendation to the RCFB.

The available funding is typically awarded, in order, to the top ranked projects. If there are not enough funds to meet all grant requests, then the applicant for the last proposal on the list for which funding would be available is asked if it can complete the project with available remaining (reduced) funding. If the answer is yes, staff prepares its funding recommendations to include this project.

**Timeline** The following provides an overview of the process. Because the following dates can change, and other important deadlines exist, applicants must obtain the final schedule before the grants cycle begins.

**Pre-Application.** RCO strongly encourages potential applicants to express their intent to submit a proposal by using PRISM, RCO's on-line project management database, to file a pre-application. To access PRISM, visit <http://www.rco.wa.gov/rco/prism/prism.htm>. Once the database is open, simply complete the Project Application Wizard and the Roles, Description and Funding tabs.

A pre-application does not obligate an organization in any way. However, it does serve as an alert to RCO to assign one of its Outdoor Grants Managers (page 6) to assist the applicant with the remaining grants process.

**Application Deadline. April 1, 2008.** *Application and technical completion deadline.*

**Project Evaluations.** NOVA advisory committee members score the applicants' responses to the evaluation questions (page 8).

**RCFB Approves Funding.** The RCFB to makes funding decisions at this open meeting in which an opportunity for public testimony will be provided.

**Successful Applicants Workshop.** This meeting, held several weeks after the RCFB approves funding, is an orientation for applicants that have been awarded grants. It covers such information as basic responsibilities, fiscal requirements, and Project Agreements.

**Project Completion. June 30, 2009.** All projects should be completed (all funds spent) by this date.

## SECTION 2 – POLICIES

### ELIGIBILITY

Under RCW 46.09.240 and ESHB 1092 (2007), local law enforcement and noise enforcement agencies associated with the following entities are eligible to receive

#### Eligible Applicants

ORV <sup>1</sup> noise enforcement grants:

- ▶ Counties
- ▶ Municipalities
- ▶ State Agencies.
- ▶ Federal Agencies
- ▶ Native American Tribes

#### Eligible Activities

Eligible activities must target implementation of ORV noise laws, including:

- ▶ Revised Code of Washington [RCW] 46.09.120(1)(e), tailpipe method
- ▶ Washington Administrative Code [WAC] 17-058, pass-by method
- ▶ RCW 70.107, WAC 173-60, receiving property boundary method.

These activities may occur in such places as trails and trailheads, nonhighway roads, residential neighborhoods, etc. Eligible activities are:

***Law Enforcement*** involves direct contact including:

- ▶ Resolution of conflicts and complaints
- ▶ Issuing warnings and citations to violators.

***Education*** seeks to instruct in various ways, including:

- ▶ Direct in-field contacts, either individually or in groups (rather than in schools, shopping malls, etc.)
- ▶ Providing informational materials for distribution through equipment retail dealers and public outlets.
- ▶ Working with organized groups.
- ▶ Distribution of information through the media, websites, etc.

#### Eligible Costs

***Equipment.*** The *only* equipment eligible for reimbursement under this program is sound monitoring gear (includes rental). Appendix A, Equipment, contains background information. Those who request grants for equipment must:

- ▶ Provide evidence that it has staff certified to operate the equipment. Alternatively, funds for ORV sound measurement training-certification may be requested as a part of the application. <sup>2</sup>
- ▶ Understand that the equipment needs to be regularly used for noise enforcement during the period cited in the project agreement.

<sup>1</sup> “ ‘Off-Road Vehicle’ or ‘ORV’ means any nonstreet licensed vehicle when used for recreational purposes on nonhighway roads, trails, or a variety of other natural terrain. Such vehicles include, but are not limited to, all-terrain vehicles, motorcycles, four-wheel drive vehicles, and dune buggies.” [RCW 46.09.020(13)]

<sup>2</sup> For a sample training program, see Adolfson (2006) *State of Washington Off-Road Vehicle Noise Study Recommendations*, [http://www.rco.wa.gov/rcfb/orv\\_noise\\_solutions\\_proj.htm](http://www.rco.wa.gov/rcfb/orv_noise_solutions_proj.htm)

Eligible equipment includes:

- ▶ Anemometers (for assessing wind conditions)
- ▶ Portable or hand held tachometers (for measuring vehicles with no tachometer; vibratory reed type or acceptable alternative)
- ▶ Portable tone calibrators
- ▶ Sound level meters and windscreens.

***Operating Expenses.*** Grants may be used to reimburse for staff and administrative expenses *directly related* to ORV noise enforcement as follows:

1. Advertising
2. Consultants
3. Forms, maps, stationary
4. Meeting rooms
5. Mileage
6. Per diem
7. Postage
8. Printing, binding, copies
9. Publications
10. Repairs, maintenance, and calibration of sound monitoring gear
11. Salary and benefits, including overtime, directly related to noise enforcement
12. Supplies, general (includes measuring tapes, tripods, etc.)
13. Training.

**Ineligible  
Program Costs**

Costs not *directly* related to implementing the funded program are not eligible for reimbursement or for use as an applicant's matching share. This includes:

1. Overhead and/or indirect costs
2. Personnel costs related to non-ORV noise activities, including dispatch services
3. Purchases not wholly dedicated to enforcement of noise laws
4. Costs related to supervision of field staff
5. Any allocation to an equipment replacement(s) type fund.
6. Charges in excess of the lowest acceptable bid when competitive bidding is required, unless RCO's director agrees to the higher costs before the award of any agreement between the grantee<sup>3</sup> and bidder.
7. Costs associated with securing an RCFB noise grant (including preparation of applications and travel expenses)
8. Office rental.

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<sup>3</sup> A grantee is an applicant that has been awarded a grant and signed an RCFB project agreement.

<b>GRANT LIMITS</b>	Individual project grant requests must be from \$2,500 to \$50,000.
<b>PROGRAM FEES, INCOME</b>	Income derived from an RCFB assisted activity (for example, from training and/or publication sales) is guided by WAC 286-13-110 (“Income, income use”), RCFB Manual 7: <i>Funded Projects: Policies and the Project Agreement</i> (Nonrecreational Income Derived During/After The Project Agreement Period), and the Project Agreement.
<b>MATCHING SHARES</b>	This grant program does not require matching resources. However, matches are encouraged and evaluation points are awarded to grantees that contribute a part of the expenses. Such contributions must include cash, donated equipment or labor, or other expenses that meet the eligibility requirements above. (“Eligible Program Costs,” page 5.)
<b>EQUIPMENT POLICIES</b>	Grantees must maintain an inventory record of any equipment purchased under an RCFB agreement. The grantee, not the RCFB or RCO, always takes title to such equipment. The inventory record begins with any equipment purchases listed in the project application. On RCFB approval of the project, this listing is incorporated into the Project Agreement. <sup>4</sup> Equipment management and liquidation must be in accord with the policies in Appendix B, page 20.
<b>PROJECT SELECTION PROCESS</b>	<p><b><i>RCFB Project Staff.</i></b> Each applicant is assigned an RCO outdoor grants manager. A list of these managers and their assignments is available on the Internet at <a href="http://www.rco.wa.gov">www.rco.wa.gov</a>. Their role is to provide assistance with the application and evaluation process and monitor implementation of funded projects.</p> <p><b><i>Advisory Committee/Evaluation Team and Evaluations.</i></b> The NOVA Program’s advisory committee<sup>5</sup> (chapter 46.09.280 RCW), along with outside experts, evaluates each application and provides funding recommendations. The purpose of evaluations is to assess the merits of, and score each project using the questions found in Section 3. The result of the evaluation is a ranked listing of projects that is the basis for funding recommendations.</p> <p>After individually scoring all projects, the evaluation team meets to discuss the results. At the conclusion of this open and publicly announced meeting, project ranking recommendations are conveyed to RCO’s director (<i>Funding Process</i>, Page 3) – this ranking is the basis for funding recommendations to the RCFB. To ensure that all projects are treated equally, no project-related testimony from visitors is taken at this meeting.</p> <p><b><i>Evaluation Questions.</i></b> The purpose of the evaluation questions is to measure the:</p> <ul style="list-style-type: none"> <li>▶ Need for the project</li> <li>▶ Benefits of the project</li> <li>▶ Technical merits of the project.</li> </ul>

<sup>4</sup> Recreation and Conservation Funding Board policy manual 7, *Reimbursements*

<sup>5</sup> For information on the advisory committee, visit: [www.rco.wa.gov/rcfb/grants/nova\\_advisory\\_com.htm](http://www.rco.wa.gov/rcfb/grants/nova_advisory_com.htm)

To do this, each applicant provides the RCO with written responses to the evaluation questions. Applicants individually respond to each question based on the following directions.<sup>6</sup>

1. Format: 8 ½ x 11 inch page with 1 inch margins; use a *regular* typeface, such as Arial or Times Roman, 12 point size
2. At the top of *each* page, print: applicant name, project name, and the date written
3. For each question, and in order, print the question's number, followed by the question, and then the response. Each question must have a separate answer.
4. **The total of all evaluation question responses must not exceed three single-sided pages.**

Attach the final document to PRISM (RCO's Project Information System software) electronically. To learn more about PRISM, visit <http://www.rco.wa.gov/rco/prism/prism.htm>.

***RCFB Project Funding Meeting.*** The RCFB makes final project funding decisions in an open meeting where public testimony is invited. At this meeting, RCO staff summarizes all applications and presents its funding recommendations (primarily based on the scoring and ranking by the evaluation team). Applicants are not required to attend.

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<sup>6</sup> Applicants without access to a computer may use the application contained in RCO Manual 5ne, Application Instructions. Contact RCO for information.

## SECTION 3– PROJECT SELECTION

### EVALUATION QUESTIONS AND SCORING CRITERIA

The project evaluation system incorporates:

**0-5 Scoring Range** To simplify evaluations, most questions have the same range of scores, 0-5.

**Multipliers** Multipliers are numeric values, from one to three, assigned to reflect an evaluation question's importance. For example, question 1 (need) has a multiplier of 3 while question 5 (monitoring) has a multiplier of 2. That is, need is deemed more important than monitoring. To lessen evaluators' workload, RCO staff calculates the final score using the multipliers after initial evaluator scores are submitted.

**RCO-Scored Questions** These questions, written to require an objective response, are scored by RCO staff to save the evaluation team time.

Evaluation Criteria Summary Noise Enforcement Projects			
Scored By	Question Number	Criteria	Multiplier/ Maximum
Team	1	Need	3/15
Team	2	Need satisfaction	3/15
Team	3	In-field contacts	2/10
Team	4	Utility of results to others	2/10
Team	5	Monitoring-improvement	1/5
Team	6	Project support	2/10
Team	7	Cost-benefit	2/10
RCO Staff	8	Matching shares	1/5
RCO Staff	9	Noise law	1/1
TOTAL POINTS POSSIBLE			81

**SCORED BY EVALUATION TEAM**

**1) Need. What is the need for a noise enforcement project in the applicant's jurisdiction?**

What evaluators look for: is there evidence that a noise problem exists? For example:

- ▶ Describe the number of unresolved noise complaints documented in the past year (frequency and duration of episodes, number of ORVs involved, etc.).
- ▶ Provide media reports, summaries of pertinent community meetings, the results of commissioner or council hearings, etc.
- ▶ Provide a map showing campgrounds, rural housing subdivisions, and informal ORV use areas where ORV noise is an issue. Briefly describe the issues in each area.

- a. *No or very weak* need established..... (0 points)
- b. *Fair - moderate* need established. .... (1-2 points)
- c. *Strong* need established..... (3 points)
- d. *Very high – exceptional* need established..... (4-5 points)

Evaluators award a maximum of 5 points which are later multiplied by 3.

**SCORED BY EVALUATION TEAM****2) Need Satisfaction. To what extent would this project address-reduce the noise issues identified in question 1?**

What evaluators look for:

- ▶ The extent to which other efforts already may be addressing this issue.
- ▶ Extent to which key personnel in the judicial system (for example, prosecutor and judge) will be, or are, educated about noise regulations and need to support enforcement
- ▶ The experience and training of staff to be assigned to this project.
- ▶ The effectiveness of the proposed solution to the problem. For example:
  - ~ How well does the project address factors that are essential to reducing noise (equipment, staffing, etc.)?
  - ~ Does the project emphasize straight-up enforcement or a more educational approach? Why is the indicated method preferred?
- ▶ Why is it believed that the proposed approach will work? For example, is it modeled after a successful program or is it recommended by an expert?

- a. *No or weak evidence* the project will be effective..... (0 points)
- b. *Fair - moderate evidence.* Project will likely fill a small part of the need.....(1-2 points)
- c. *Strong evidence.* The project will solve an important part (but not all) of the problem established in question 1..... (3 points)
- d. *Very high – exceptional evidence.* The project basically will solve the problem established in question 1. ....(4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 3.

**SCORED BY EVALUATION TEAM**

**3) In-Field Contacts. To what extent will the project emphasize effective field contacts?**

The intent of this question is to reward approaches that spend the most time directly communicating with those complaining of noise and those creating noise.

What evaluators look for:

- ▶ In what season(s) and days of the week (weekends, holidays, etc.) will the project be active and how does this correspond to the actual time of most noise problems?
- ▶ What portion of the budget is allocated to field support (for example, school presentations) versus actual in-field work?

- a. *Evidence is vague* or it appears the proposal does not consider or address in-field contacts or use seasons ..... (0 points)
- b. *Fair – moderate evidence.* The proposal does a fair or average job of addressing in-field contacts and use seasons ..... (1-2 points)
- c. *Good.* The proposal does a good or above average job of addressing in-field contacts and use seasons ..... (3 points)
- d. *Very good – excellent.* The proposal does an outstanding job of addressing in-field contacts and use seasons ..... (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.

**SCORED BY EVALUATION TEAM**

**4) Utility of Results to Others. To what extent will the project’s results be transferable to other jurisdictions or agencies?**

Is there a plan for sharing the results and a product that other jurisdictions will want to adapt for their use? What evaluators look for:

- ▶ Citizen outreach programs
- ▶ Innovative ways of conducting sound tests
- ▶ Development of pertinent publications
- ▶ Training or education programs
- ▶ Etc.

- a. *Evidence of widely applicable results is vague* or it appears the results will be of little use to others..... (0 points)
- b. *Fair – moderate evidence.* It appears the proposal’s results will be of some limited use to others..... (1-2 points)
- c. *Good.* The proposal’s results will be of definite use to others ..... (3 points)
- d. *Very good – excellent.* The proposal’s results will have broad applicability and there is a plan for sharing the results ..... (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.

**SCORED BY EVALUATION TEAM**

**5) Monitoring - Improvement. To what extent will the grantee measure the success of the project AND, based on results, implement improvements?**

The intent of this question is to give preference to projects that include monitoring progress and improving effectiveness. What evaluators look for:

- ▶ Are benchmarks (*measurable* indicators of effectiveness) recorded at the beginning of the project from which improvements can be charted?
- ▶ Is a *regular* reporting and analysis system included?
- ▶ Is a method for mid-course adjustment included?

- a. *Little, if any, thought* appears to have been given to monitoring effectiveness or improving the project once it has started..... (0 points)
- b. *Fair.* Once the project begins, a minimal monitoring and improvement program will be implemented. .... (1-2 points)
- c. *Good.* Once the project begins, an above average monitoring and improvement program will be implemented..... (3 points)
- d. *Very good – excellent.* Once the project begins, an exemplary and detailed monitoring and improvement program will be implemented..... (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 1.

**SCORED BY EVALUATION TEAM**

**6) Project Support. To what extent does the public support this project?**

Support can be demonstrated in many ways. What evaluators look for:

- ▶ Donations to the project (labor, equipment, money, materials)
- ▶ Advisory board approval, completion of a public planning process endorsing this project
- ▶ Letters, oral testimony at public meetings, support from friends or user groups
- ▶ Voter-approved initiatives, bond issues
- ▶ Media coverage, editorials.

- a. *No or very weak evidence* presented. .... (0 points)
- b. *Minimal – fair evidence* of support..... (1-2 points)
- c. *Moderate* support. .... (3 points)
- d. *Exceptional – overwhelming* support.....(4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.

When responding to the above question, applicants should describe support in a written summary. Complete copies of the materials summarized must be provided to the RCO. This material will *not* be provided to the advisory committee/evaluation team.

## SCORED BY EVALUATION TEAM

### 7) COST-BENEFIT. Do the project's benefits outweigh its costs?

Evaluators look for the extent to which the project includes evidence:

- ▶ Of a strong need
- ▶ Of appropriate fiscal outlays
- ▶ Of benefits to human and natural environmental health
- ▶ Of good community support
- ▶ Of good implementation planning
- ▶ Of being based on a program with a proven success record
- ▶ Of the development of new and innovative techniques that have a good chance of success
- ▶ That it will improve attitudes toward ORV recreation
- ▶ That it will improve community relations.

- a. *No evidence* of a net benefit was presented ..... (0 points)
- b. *Little or modest evidence* of a mild net benefit was presented..... (1-2 points)
- c. *Adequate or strong evidence* of a solid net benefit was presented ..... (3-4 points)
- d. *Substantial evidence* of an exceptional net benefit was presented..... (5 points)

Evaluators award a maximum of 5 points which are later multiplied by 2.

**SCORED BY RCO STAFF****8) Matching Shares. What percentage of the total project cost will be contributed by the applicant?**

Recreation and Conservation Office staff scores this question based on information provided in the application. Only elements considered eligible (page 5) count as an applicant's match. No additional information is required.

- a. 0 to 10 percent of the project's value will be contributed..... (0 points)
- b. 10.01 to 20 percent of the project's value will be contributed. .... (1 point)
- c. 20.01 to 30 percent of the project's value will be contributed. .... (2 points)
- d. 30.01 to 40 percent of the project's value will be contributed. .... (3 points)
- e. 40.01 to 50 percent of the project's value will be contributed. .... (4 points)
- f. Over 50 percent of the project's value will be contributed. .... (5 points)

RCO staff will award from 0 to 5 points; the multiplier is one.

**SCORED BY RCO STAFF**

- 9) **Noise Law. Does the applicant’s jurisdiction have a noise law<sup>7</sup> that is more strict than the state’s ORV tailpipe sound limit?**

RCW 46.09.120(1)(e) lists “...a maximum noise level of [105] decibels on the "A" scale at a distance of twenty inches from the exhaust outlet...”. For purposes of this question, a lower limit is any decibel number less than 105 when measured according to the procedures defined in this RCW.

The intent of this question is to help demonstrate a commitment to noise enforcement. To receive a score, a copy of the law and evidence of adoption must be provided with the application. No additional information is required.

- a. Noise law (see item b., below) and evidence of adoption not provided..... (0 points)
- b. Noise law where decibels are less than the state maximum of 105 dBA and evidence of adoption was provided to RCO..... (1 point)

RCO staff will award 0 or 1 point; the multiplier is one.

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<sup>7</sup> “Law” means administrative rule, regulation, ordinance, or other act of the jurisdiction’s legislative body.

## Appendix A – Equipment

This section is reprinted from *State of Washington, Off-Road Vehicle Noise Study and Recommendations* (ESA Adolfson in association with Geomatrix Consultants, Inc., November 2006, Appendix F). **This material is provided for information only and does not contain ORV noise enforcement program requirements or recommendations.** The full report is in the publications section of RCO's website, <http://www.rco.wa.gov/>.



*This section describes the equipment requirements for measuring either the tailpipe sound levels as specified in RCW 49.09.120 or for measuring receiving property sound levels as specified in WAC 173-60 and the model ordinances discussed previously in this report.*

### **Equipment requirements for the tailpipe noise emission measurements include:**

- ▶ 20-inch string and/or measuring tape
- ▶ Notepad and writing implement and measurement documentation form for taking notes, drawing map, etc.
- ▶ Portable Tone Calibrator
- ▶ Portable or Hand Held Tachometer (Vibratory reed type or acceptable alternative; for vehicles with no tachometer)
- ▶ Sound level meter (see definition below)
- ▶ Windscreen

### **Equipment requirements for receiving property environmental noise measurements include:**

- ▶ Anemometer (for assessing windy conditions)
- ▶ Notepad and writing implement and measurement documentation form for taking notes, drawing map, etc.
- ▶ Portable Tone Calibrator
- ▶ Sound level meter (see definition below)
- ▶ Tripod (optional)
- ▶ Windscreen

### **Definition – Sound Level Meter**

*For enforcement purposes and compliance determinations, the appropriate personnel will use a sound level meter that measures sound pressure level and conforms to Type 1 or Type 2 standards as specified in the American National Standards Institute (ANSI) Specification S1.4-1983. The sound level meter shall have, at a minimum, the following features or capabilities:*

- ▶ Ability to download data to computers or print out data directly to a printer (optional)
- ▶ Dynamic range of at least 110 dBA with a measurement range of 30 to 140 dBA
- ▶ Exchange rate of 3 dB
- ▶ Factory calibrated and certified once a year]
- ▶ Fast response
- ▶ Field calibration capabilities
- ▶ Free-field microphone
- ▶ Frequency Weighting A
- ▶ Integrating (i.e., able to measure interval  $L_{eq}$ )
- ▶ Measures the  $L_{max}$

*Agencies should have on hand more than one sound level meter with calibration dates of the equipment separated by at least three months. This will allow equipment to be sent in for annual cal/cert checks and not leave agencies without equipment on hand to conduct noise monitoring.*

*Numerous manufacturers make sound level meters that meet the basic requirements outlined above. They include: Quest, Ono Sokki, Larson Davis, Bruel & Kjaer, Rion, 01dB, and CEL. Some specific example models are listed below:<sup>8</sup>*

**Quest**

- ▶ 2200 – Type II sound level meter. Used with QC-10 calibrator.
- ▶ 2200 SPDP (Sound Patrol) – Type II sound level meter with capability of attached digital printer system. Used with QC-10 calibrator.
- ▶ 1200 – Type I sound level meter. Used with QC-20 calibrator.
- ▶ 1200 SPDP (Sound Patrol) – Type I sound level meter with capability of attached digital printer system. Used with QC-20 calibrator.

**Ono Sokki**

- ▶ LA-1240 – Type II sound level meter. Used with either SC-2120 or SC-3100 calibrator.

**Larson Davis**

- ▶ LD720 – Type II sound level meter. Used with CAL150 calibrator.
- ▶ LD812 – Type I sound level meter. Used with CAL200 calibrator.

**Bruel and Kjaer**

- ▶ 2240 – Type I sound level meter. Used with 4231 calibrator.

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<sup>8</sup> Editor's note: the equipment listing provides examples and is not intended as a recommendation for these products.

## Appendix B – Equipment Management and Liquidation

### EQUIPMENT MANAGEMENT

Grantees must maintain a record of all equipment purchased under an RCFB agreement. (“Consumables” have a useful life of less than one year and are not considered equipment.) The grantee, not RCO, always takes title. This inventory record begins with the list of any equipment purchases proposed in the project application. On RCFB approval of the project, this listing is entered into the project agreement.

1. The grantee's equipment records shall include:
  - a) A description of the equipment.
  - b) Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment).
  - c) Source of the equipment, including grant or other agreement number.
  - d) Acquisition date and cost.
  - e) Percentage of grantee match in the cost of the project for which the equipment was acquired as specified in the Project Agreement.
  - f) Location, use and condition of the equipment and the date the information was reported to the RCO.
  - g) Ultimate disposition data, including date of disposal and sale price (including the method used to determine current fair market value when a grantee compensates the RCFB for its share) if sold.
2. The grantee shall conduct a physical inventory of equipment and reconcile the results with previous records at least every two years. Any differences in this physical inspection and those shown in the accounting records shall be investigated by the grantee to determine the cause of the difference. In connection with the inventory, the grantee shall verify the existence, current use, and continued need for the equipment. *A detailed written report on the results of this inventory shall be provided to RCO by December of each odd numbered year.*
3. The grantee shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated and fully documented. The grantee shall promptly notify RCO of any such occurrence.
4. The grantee shall establish adequate maintenance procedures to keep the equipment in good condition.
5. When the grantee disposes of the equipment (see below), it will establish procedures that provide for fair competition and the highest possible return.

### EQUIPMENT LIQUIDATION

The grantee shall use the equipment in the project or program for which it was acquired as long as needed, whether or not RCO support continues. After this time, the following shall apply:

1. *Grantee wishes to retain the equipment.* When the grantee no longer needs the equipment as provided above, it may be used for other activities

as follows:

- a) Original cost of \$1,000 or less: The grantee may use the equipment for other activities without reimbursement to RCO, or sell the equipment and return the proceeds to RCO.
  - b) Original cost of more than \$1,000: The grantee may retain the equipment for other uses provided compensation is made to RCO. The amount of compensation shall be computed by applying the percentage of RCO participation in the cost of the original project, as specified in the project agreement, to the current fair market value of the equipment.
2. *Grantee does not wish to retain the equipment.* If the grantee has no need for equipment with further use value, the grantee shall request disposition instructions from RCO.

If so instructed, the grantee shall sell the equipment and reimburse RCO an amount computed by applying to the sales proceeds the percentage of RCO participation in the cost of the original project as recorded in the signed project agreement. The grantee may retain from the RCO share an amount that accurately reflects any selling or handling expenses, so long as these expenses do not exceed \$100 or ten percent of the sale amount, whichever is less.

