

# Letter of intent (LOI)

Interested parties should submit a Letter of Intent (LOI) on or before February 28, 2020 for each individual proposal. Letter of intent should include applicant contact information and seven questions about proposed study. More details about SAM study selection process, eligibility and funding availability can be found in SAM REF guidelines in SAM Effectiveness webpage.

Email address \*

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Applicant contact information

Applicant Full Name \*

Laurie Larson-Pugh

Organization \*

WSU/Washington Stormwater Center

Phone number \*

253-445-4593

Proposed Study Information

### 1. Proposed Study Title \*

Developing and Refining Source Control Inspection Programs for Businesses

### 2. Which topic(s) from the SWG's priority list do you propose to address? \*

The proposed study topic should be in the SWG's priority list

#24. Develop a source control program guidance manual and trainings to help Phase II permittees implement new business inspection source control program requirements. Base this on existing Phase I business inspection programs.

### 3. Select type of project being proposed \*

- Survey
- Literature Review & Synthesis
- Environmental Sampling Study
- Other

#### 4. Short Description of the Proposed Study \*

250 word limit: describe how results will assess effectiveness and advance regional understanding and permittees' implementation of specific stormwater management approaches

With the issuance of the 2019-2024 Western Washington Phase II Municipal Stormwater Permit, jurisdictions across the Puget Sound region are required to develop and implement a Source Control Program for Existing Development. The purpose of developing the source control guidance manual and inspector training workshops is to support Phase II Permittees with the development and implementation of a preventative business inspection program that will enhance the protection of water quality from sources of pollution.

The deliverables of this project will include detailed information about current Phase I and Phase II programs, providing examples and best practices essential to meeting the business inspection source control requirements of the permit. This includes:

- Structural and operational source control BMPs for businesses
  - Establishing an inventory of public and private commercial and industrial sites with the potential to generate pollutants to the MS4.
  - Adopting ordinance(s) requiring the application of operational or structural source control BMPs for pollution generating sources associated with existing land uses
  - Developing and implementing a progressive enforcement policy requiring sites to comply with stormwater requirements.
  - Training staff who are responsible for implementing the source control program to conduct these activities.
  - Implementing an inspection program for sites identified in inventory
  - Data and program management best practices
  - Providing educational information about pollution generating activities and source control requirements applicable to these activities by the end of the permit term.
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## 5. What type information will be collected or analyzed for this proposed study? \*

If existing permittees' data are needed, specify the type, and the expected timing of a request for existing information from Permittees

The Business Inspection Group recently completed a Business Inspection Program Report. This report will be used as the base to begin to build the guidance manual and determine training basic needs. The report compiles information gathered via a comprehensive survey developed and reviewed by regional experts (BIG members and others). The survey was broken into six sections that referenced a requirement of the NPDES Permit's Source Control Program for Existing Development (S5.C.8). Each section is organized by a survey question, and the corresponding responses from eight jurisdictions currently implementing business inspection programs in the Puget Sound region (both Phase I and Phase II).

Additional types of information collected to develop the guidance manual shall include but not limited to:

- Gather information on successful existing source control programs beyond the Puget Sound region.
- A literature search investigation business inspection best management practices utilized outside Washington State.
- A literature search of effective behavior change practices for businesses
- Identify equity element related to education and outreach materials for permittees to handout

## 6. What are the anticipated measurable outcomes and key deliverables that will be produced by the proposed study, and how will they be used by Permittees and the Washington State Department of Ecology? \*

The key deliverables and outcomes for this project are:

- Direction on developing an inventory.
- Preparing for the inspection (scheduling, collecting historical data).
- Conducting a site visit (including sample field inspection forms).
- Providing activity specific graphically rich BMP sheets.
- Establishing a progressive compliance program.
- Guidance Manual shall include but not be limited to a list of elements specific to Phase II permit S5.C.8: code/ordinances, policy/procedures, data management, resource catalog, staffing, BMPs and education and outreach to assist Phase II jurisdictions in developing and implementation of a preventative business inspection program
- Guidance manual in electronic version housed on the WSC website.
- In-person inspection training/workshops hosted by 4 jurisdictions in the North, Central, South and West Sound regions of western Washington.
- Development of education and outreach BMP materials for inspectors to handout during inspections

7. Permittees or agencies you are proposing to coordinate with (provide staff names and contact information, if known) \*

Enter "NA" if not applicable.

Kurt Fremont, City of Tacoma, Environmental Services 253-502-2238

Cynthia Hickey, Source Control Program Manager, King County 206-477-4710

Susan McCleary, Storm and Surface Water Utility, City of Olympia 360-570-3794

Tally Young, Pollution Prevention Specialist, City of Redmond 425-556-2888

Business Inspection Group, self-organized group of municipal source control program managers representing western WA regional perspective.

Consultant to be determined through a Request for Proposal process

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