



## SAM Quarter 1 January-March 2022 Report

**Project Title: Developing and Refining Source Control Inspection Program for Business**

Contract Agreement Number: C2100050  
Organization: WSU  
Project Manager: Laurie Larson-Pugh  
Project Timeline: October 1, 2021, to December 31, 2023  
Date this Form Completed: 4/26/2022

Brief Description of Achievements for Jan. 01-Mar. 31, 2022

**Task 1: Project Management**

Percent of Task Completed: 25%  
Deliverable: 1.1 Quarterly Status Reports  
Description of Achievements:

Organized and hosted TAC Mar. 15 meetings and communications during review and comment periods for Chapters 4-8, inspection form and language survey. Provided draft and final draft documents to TAC and SAM for review and comment.  
  
Completed quarterly reporting.

**Task 2: Information Search**

Percent of Task Completed: 100%  
Deliverable(s): 2.1 Summary of municipal and organization interviews, 2.2 BIG report review summary of information gap findings, 2.3 Online directory list/Library of agencies online resource materials/tools.

Description of Achievements:

Completed September 30, 2021.

**Task 3: Online Guidance Manual**

Percent of Task Completed: 80%  
Deliverable(s): 3.2 Draft Priority Sections, 3.4 Communication plan  
Description of Achievements:

3.2 The draft 4-8 chapters and inspection were submitted to the TAC and ECY for review. The comment period ended on March 15 with a TAC meeting gathering comments in addition to the seven written responses received. On Feb. 14, the TAC received the Education and outreach survey to determine the specific business types and languages that would be the most helpful for new and translated/transcreated.

3.4 Implementation of the communication plan sharing updates as the online guidance manual develops by promoting key project deliverables at Phase II regional municipal permit meetings (BIG, Central, APWA, North Sound) and announced in the municipal bulletin February and March issues.

On the format, content, languages, and topics of education materials. The survey was sent to the TAC and regional groups in March for input.

On Mar. 30, the team met with ECOSS regarding the translated/transcreated educational materials and schedule.



**Task 4: Business Inspection Training**

Percent of Task Completed: 0%

Deliverable None

Description of Achievements:

**Tasks/Milestones not achieved and why:**

**Potential Future Challenges to Performance (time delays, staff changes, etc.):**

The three education and outreach materials for specific business types are delayed. The sub-contractor has lost the translation/transcreation staff members. The TAC has also asked for more time to select the specific business types and languages for the three new educational materials. The intent was to include the educational materials completed by June 30 with the final guidance manual. The materials are now scheduled for completion in November 2022.

**General Comments:**