



## SAM Quarter 3 July-Sept. 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: 10/7/2022

Brief Description of Achievements for July 1- September 30, 2022

**Task 1: Project Management**

Percent of Task Completed: 35%  
Deliverable: 1.1 Quarterly Status Reports  
Description of Achievements:

Completed quarterly reporting. Meetings with consultant to review schedule, deliverables and invoicing.

**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: 100%  
Deliverable(s): 3.1 draft priority sections, 3.2 Draft Priority Sections, 3.3 Final TAC approved manual, 3.4 Communication plan

Description of Achievements:

Completed June 30, 2022  
July 5, 2022 Additional resources with posted to the online guidance manual (Chapters 5 and 7) webpage.



**Task 4: Business Inspection Training**

Percent of Task Completed: 35%

Deliverable None

Description of Achievements:

- Meetings with Consultant to discuss preliminary inspection training agenda online, online training, three new education and outreach materials for translation/transcreation (per TAC and survey results), and software.
- Developed draft training agenda and annotated outline sent to TAC review on July 29, 2022. TAC meeting held Aug. 3, 2022, to discuss comments and edits for training agenda and outline.
- Generated and distributed surveys to TAC, BIG, and regional groups to gather information on the new educational material topics and what languages to provide the materials in. Deadline Aug. 12, 2022.
- Analysis survey and developed three draft educational documents for TAC review in Oct. 2022.
- Developed draft PowerPoint training slides and team exercises for TAC review (Aug. 31, 2022).
- Finalized training agenda, annotated outline, team exercises, and PowerPoint slides completed Sept. 30, 2022.
- Organized and scheduled four training sessions (Bremerton, Centralia, Skagit County, and Federal Way) in October 2022.
- Coordinated jurisdiction volunteers to pre-record peer-to-peer case study segments for the October and online training. Secured Snohomish Co. inspector as an instructor at Skagit Co. training.
- Developed draft flyers for automotive businesses, restaurants, and secondary containment
- Developed draft business letter templates to introduce businesses to the source control program, provide a summary to businesses that are in compliance, and provide a summary of action items for businesses that are in need of site improvements.

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

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

King County will not be able to provide videography services to record the training presentations. They do not have the staff available. A solution has been worked out with the consultant to include recording the presentations in a zoom meeting to be included in the on-line training modules. This will be accomplished within the project budget and on time.

**General Comments:**