



## SAM Quarter 1 Jan.-Mar. 2023 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: 4/11/2023

Brief Description of Achievements for January 1 – March 31, 2023

**Task 1: Project Management**

Percent of Task Completed: 75%  
Deliverable: 1.1 Quarterly Status Reports  
Description of Achievements:

Completed quarterly reporting. Meetings with the consultant to review schedules, deliverables, and invoicing. Completed addendum to contract for additional funding proposal due to in-kind services needing to be fulfilled and request for funding for additional in-person training sessions.

**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:

3.1, 3.2, and 3.3 were Completed on June 30, 2022  
3.4 Communication Plan presentations by the consultant or project manager at regional stormwater groups: Project updates and introduce tools and resources available on the website.

- South Sound Phase II Group (1/26/23)
- West Sound Group (2/6/23)
- North Sound (2/7/23)
- APWA (1/20/23)
- SW Municipal Permittees (1/17/23)
- Central NPDES group (2/16/23)
- Business Inspection Group (2/21/23)



**Task 4: Business Inspection Training**

Percent of Task Completed: 90%

Deliverable(s): 4.1 Draft training outline/agenda and curriculum (completed Sept. 2022),

Description of Achievements:

- 4.2 Develop approved training materials and online training tool
  - Posted eight newly created education and outreach (3 flyers for Business Owners and 5 half sheets for Employees/Contractors) for the following business types: automotive, restaurant, and secondary containment in English and Native Files to the webpage <https://www.wastormwatercenter.org/permit-assistance/municipal/chapter-8-training/1/19/23>.
  - Posted three Case Study videos recorded by municipal inspection staff to the website.
  - Developed online training modules for testing by TAC.
  - Coordinated new education and outreach materials in the Translating/transcreation by ECOSS in Chinese, Spanish, and Vietnamese.
  
- 4.3 Implement 4 trainings sessions and capture video recordings.
  - The four in-person training sessions were completed in Oct. 2022
  - Coordinated additional in-person training scheduled for April 25, 2023, at MuniCon.
  
- 4.4 Final Training video and curriculum posted to the website.
  - In-person training materials posted to the website
  - Overview presentation video recordings sent to TAC and WSC for review and incorporated into an online training module.
  - Coordination with ECOSS and the City of Tacoma on two new video segments for the online training module.

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

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

**General Comments:**

Received additional funding to implement two inspection training sessions. One April 25<sup>th</sup>, 2023 the other scheduled in May2023 in Tacoma.