



Municipal Program

SAM Quarter 4 October - December 2021 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: 10/4/2021

Brief Description of Achievements for Oct. 01-Dec. 31, 2021

Task 1: Project Management

Percent of Task Completed: 30%

Deliverable: 1.1 Quarterly Status Reports

Description of Achievements:

Organized and hosted TAC 10/15 meetings and communications during review and comment period. Provided draft documents to SAM for review and comment.

Developed content with the consultant and oversaw webpage build-out.

<https://www.wastormwatercenter.org/permit-assistance/municipal/source-control-inspection-program-guidance-manual/>

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 with online resource materials and tools.

Description of Achievements:

Completed September 30, 2021.

Task 3: Online Guidance Manual

Percent of Task Completed: 50%

Deliverable(s): 3.2 Draft Priority Sections, 3.4 Communication plan

Description of Achievements:

3.2 Finalized with Guidance Manual outline, Draft priority Chapters 1, 2, and 3, along with supplemental resources for Chapters 2 and 3 provided to WSC, TAC, and SAM for review and comment. Comments were incorporated into the finalized priority Chapters and supplemental resource documents before being posted on the source control webs page on Nov. 30, 2021.

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). Also promoted in the municipal bulletin November and December issues.



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.):

General Comments: