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 webpage 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: