

Date:			DWS Sanitary Survey QI Project Plan January 14, 2014										EXPECTED RESULTS
TASK/ACTIVITY	TASK OWNER(S)	PARTICIPANTS	Jan/Feb	Mar/Apr	May/June	Jul/Aug	Sep/Oct	Nov/Dec	Jan	Feb	Mar	Engaged Staff will be more Productive	
A TEMPLATE CREATION/UPDATE													
1 DOP info on Staff Assignment Lists	Tom C.	Chris R.										less time spent organizing and creating SS schedules	
2 Comprehensive PWS Status Reports prior to SS	Cindy	Chris R., Survey Staff										less time spent on research prior to SS	
3 Pre-Inspection Info Request: letter/email/website	Mandy	Survey Staff										PWS will be more prepared for inspection, know what to expect	
4 Revise SS Report Template to include Sig Def/GWR	John, Chris U.	Survey Staff											
5 PWS Response Template/Form sent with Report - TNC?	John, Chris U.	Survey Staff										help (small) PWS comply with SS Response Requirement more easily	
6 Better SS response Status letter for rejecting a response	John, Chris U.	Survey Staff										Reject inadequate SS response quicker	
7 Update SS checklist, inventory fields, for DWS and PWS use		IS, Survey Staff										standardization will make a quicker and more consistent process	
8 Electronic distribution of SS Reports - email disclaimer, conf receipt	Casey	Legal, Survey Staff										less time spent mailing	
9 Letter to Issue violations/deficiencies after SS based on response info	John, Chris U.	Survey Staff										standardization will make a quicker and more consistent process	
10 Electronic generation of SS Report with standard template - SWIFT	Tom C.	Chris U.										will incorporate SDWIS info quicker	
11 SS SOP checklist for Survey Staff to capture the process	John	Survey Staff										staff will not be able to forget or miss steps	
B DATA MANAGEMENT													
12 Data Integration to SDWIS using SWIFT or other ESS	Tom C.	Chris R., Chris U., Casey										automatic updates - quicken process	
13 Defining and tracking sep. dist./ sources of pollution electronically	John, Cindy	Chris R, Survey Staff										spend time updating not creating from scratch each time	
14 Tracking tank inspections in SDWIS	Cindy	Chris R, Survey Staff										spend time updating not creating from scratch each time	
15 Tracking of Subpart H recycling at SWTP in SDWIS	Cindy	Chris R, Survey Staff										spend time updating not creating from scratch each time	
16 Dedicated GPS team - Guidance for collection/verification	Rob											eliminate need during SS	
17 Keep SS reports within calendar year		Survey Staff										keep backlog to a minimum	
18 Annual Inventory Update - potentially use website?	Chris R	IS										eliminate need during SS - reliable contact info	
19 More Organized & Efficient Record Retention	John	Record Retention Workgroup										less time looking for records	
20 More Efficient/Organized Photos for PWS												save storage space	
C POLICY DECISIONS													
21 Define the scope of "WQ Monitoring" element of SS	Tom C.	Compliance										clear definition = consistency	
22 Define the scope of "X-Conn" element of SS - AOCs, min ?	Tom C.	Op Cert/Compliance										clear definition = consistency	
23 More aggressive enforcement strategy for outstanding violations	Tom C.	Enforcement/Comp										less system violations next time	
24 Enforcement strategy for B102(d)(2) - request submittal; enforcement action	Tom C.	Enforcement/Comp										clear strategy = less confusion	
25 Enforcement strategy for addressing "paper operators" -against operator or PWS	Tom C.	Enforcement/Comp										clear strategy = less confusion	
26 Better DWS Water Supply Planning Process	Tom C.	Planning/Compliance										Pull together many pieces into a single plan that will aid in Subpart H SS	
27 Syncing Definitions for active/inactive sources of supply - Reg Changes	Tom C.	Legal										clear definition = consistency	
28 Re-evaluation of GWUDI Process - Status of existing GWUDI sources in SDWIS	Tom C.	Compliance/SWP										less system issues next time	
29 SS staff do inspections only	Tom C.	Management										more time to focus on SS	
D GUIDANCE DOCUMENTS													
30 "CT" Guidance/Form - expand to SW - tracking in SDWIS	John/Raul	Compliance										consistency, less time spent researching	
31 Updated Guidance on B102(g) including SM334	Ryan/Bill S.	Compliance										consistency, less time spent researching	
32 Revisions to Storage Tank Insp. Guidance to include min req.	Alex	Compliance										consistency, less time spent researching	
33 Guidance for Annual Flushing Programs	Mike	Kate										consistency, less time spent researching	
34 Standardized MOS Calculation Guidance/methodology	Ryan/Steve	Planning, Compliance										consistency, less time spent researching	
35 Better Guidance on DEEP General Permit for discharges	Tom/Cindy	Compliance										consistency, less time spent researching	
36 Develop Financial Review/Asset Management Scope	Tom/Cam	Planning, Cap Dev, Comp										consistency, less time spent researching	

Color Code Key ON Target Struggling NO Action Future Complete

