Technical Consultant Work Tasks

## STATUS TRACKER

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| **Task** | **Scope** | **Deliverables** | **Status** | **Comments** |
| 11 | **Meetings and Coordination** | [Kickoff meeting (Phase 1a task)](http://srrttf.org/wp-content/uploads/2013/03/SRRTTF-Limno-Tech-Kickoff-Presentation-04-3-13-for-web.pdf): 4/3/2013  [Monitoring objectives meeting (Phase 1a task)](http://srrttf.org/wp-content/uploads/2013/07/SRRTTF_MonitoringObjectives_071713.pdf): --- [Powerpoint presentation](http://srrttf.org/wp-content/uploads/2013/07/SRRTTF-Limno-Tech-Objectives-Presentation-7-24-13.pdf):7/24/2014  Mid‐project meeting (Phase 1b)-[Progress Report:](http://srrttf.org/wp-content/uploads/2013/09/SRRTTF_LimnoTechProgress_09252013.pdf) 9/25/2013  Public meeting (Phase 1b task)  Project management and coordination | Complete  Complete  Complete  Not started  Ongoing | 4/3/2013  7/24/2013  9/25/2013 |
| 1 | **Technical Consultant Work Plan.** LimnoTech will update and revise the existing SRRTTF First Draft Work Plan to make a Technical Consultant Work Plan. The Work Plan will cover tasks, schedule and budget for Phases 2 through 4 through 2016. | [Draft Technical Consultant Work Plan](http://srrttf.org/wp-content/uploads/2013/03/SRRTTF-Limno-Tech-Phase-2-4-WorkPlan-04-03-13-DRAFT.pdf): 3/29/2013  [Final Technical Consultant Work Plan](http://srrttf.org/wp-content/uploads/2013/05/SRRTTF_Phase2-4_WorkPlan_04232013.pdf): 4/23/2013  [SRRTTF Priority Work Plan](http://srrttf.org/wp-content/uploads/2013/09/SRRTTF-Priority-Work-Plan.pdf): 9/25/2013 | Complete  Complete | Approved as complete by SRRTTF 4/24/2013 |
| 2 | **Data Request Memo.** LimnoTech will prepare a technical memorandum listing all of the information required to define existing PCB and dioxin sources, loads and sinks. | [Draft Data Request Memo](http://srrttf.org/?attachment_id=1573): 4/3/2013  [Final Data Request Memo](http://srrttf.org/wp-content/uploads/2013/04/SRRTTF_Data_Request_Memo_2013_04_17.pdf): 4/17/2013 | Complete  Complete | Approved as complete by SRRTTF 4/24/2013.  See Task 4 for the next step. |
| 3 | **Standard Operating Procedures.** LimnoTech will review the standard operating procedures for data analysis and collection currently employed by all agencies collecting data that may be used during this project. These procedures will be reviewed in order to ensure comparability of analytical data. | Memo summarizing standard operating procedures, and identifying any procedures that will not produce suitable data quality.  [Draft:](http://srrttf.org/wp-content/uploads/2013/05/Spokane_QAPP_review_053013.pdf) 5/30/2013  [Draft:](http://srrttf.org/wp-content/uploads/2013/06/Spokane_QAPPreview_061913.pdf) 6/19/2013  [Final:](http://srrttf.org/wp-content/uploads/2013/06/Spokane_QAPP_review_062813.pdf) 6/28/2013 | Complete | Approved as complete by SRRTTF 6/26/2013  Complete 6/28/2013 |
| 4 | **Collection of Existing Data**  LimnoTech will contact all data sources identified in the final Data Request memorandum and begin data collection. | [Instructions provided to the Task Force](http://srrttf.org/wp-content/uploads/2013/04/Leber-Data-Collection-Memorandum.pdf)  [Status Report:](http://srrttf.org/wp-content/uploads/2013/06/SRRTTF_DataGatheringStatus_2013_06_19.pdf) 6/19/2013  [Contact log documenting all calls/e‐mails/visits and the information obtained.](http://srrttf.org/wp-content/uploads/2013/05/SRRTTF-Data-Contact-Log-6.28.13-T4-FINAL.pdf) 6/28/2013  [Revised:](http://srrttf.org/wp-content/uploads/2013/08/SRRTTF_DataContactLog_20130812_revised.pdf) 8/12/2013; [Revised:](http://srrttf.org/wp-content/uploads/2014/05/SRRTTF_DataGatheringStatus_20130830_final.pdf) 8/30/2013 | Complete | Reviewed by SRRTTF 6/26/2013  Complete 6/28/2013. |

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| 5 | **Data Review and Evaluation.** LimnoTech will review all data collected in Task 3 and evaluate the quality and credibility of the data relative to satisfying the data needs identified in Task 1. The results of the data review will be summarized in a technical memorandum. All relevant collected data will be placed in a database in a format suitable to SRRTTF and Ecology. | Technical memorandum summarizing data review.  [Draft](http://srrttf.org/?attachment_id=1885): 8/2/2013  [Revised:](http://srrttf.org/wp-content/uploads/2013/08/SRRTTF_DataReviewMemo_2013_08_15_revised.pdf) 8/15/2013  [Final:](http://srrttf.org/wp-content/uploads/2014/05/SRRTTF_DataReviewMemo_2013_08_30_final.pdf) 8/30/2013  [Progress Report: 6/28/2013](http://srrttf.org/wp-content/uploads/2013/06/SRRTTF_DatabaseDescription_2013_06_28.pdf)  [Database containing all data in a format suitable to SRRTTF and Ecology.](https://limno.sharefile.com/d/sdf3c161b3aa4b88b) | Complete | Reviewed by SRRTTF 6/26/2013  Task was 50% complete on 6/28/2013.  Task accepted by SRRTTF as complete 8/28/2013. |
| 6 | **Data Gap Identification.** LimnoTech will review the available data and determine where key information gaps exist in terms of  assessing all relevant PCB and dioxin sources and sinks. This work will be conducted via two sub‐tasks: 1) Development of an Initial Conceptual Model, and 2) Identification of Data Gaps and Refinement of  Conceptual Model. | Initial Conceptual Model  [Draft:](http://srrttf.org/wp-content/uploads/2013/09/Initial-Conceptual-Models-DRAFT-Task-6.pdf) 8/15/2013  [Draft:](http://srrttf.org/wp-content/uploads/2013/10/SRRTTF_ConceptualModelMemo_2013_Oct4.pdf) 10/4/2013  Refined Conceptual Model  [Final:](http://srrttf.org/wp-content/uploads/2014/05/SRRTTF_ConceptualModelMemo_2013_Nov14.pdf) 11/14/2013  Technical Memorandum Describing Data Gaps  [Draft](http://srrttf.org/wp-content/uploads/2013/09/SRRTTF_Identification-of-Data-GapsMemo_2013_Aug30.pdf): 8/30/2013  [Draft:](http://srrttf.org/wp-content/uploads/2013/10/SRRTTF_Identification-of-Data-GapsMemo_2013_Oct04.pdf) 10/4/2013  [Final:](http://srrttf.org/wp-content/uploads/2014/05/SRRTTF_Identification-of-Data-GapsMemo_2013_Nov14.pdf) 11/14/2014 | Complete | Conditionally accepted as complete by SRRTTF 10/23/2013. |
| 7 | **Review of Modeling Tools**. LimnoTech will review all available modeling tools that could be used for identification and quantification of PCBs and dioxins in subsequent phases of work. This review will be documented in a technical memorandum describing each model’s capabilities, data needs, advantages, and disadvantages. Recommendations will be provided regarding which models are most suitable for use in future phases. | Draft technical memorandum summarizing modeling tools  [Draft:](http://srrttf.org/wp-content/uploads/2013/09/SRRTTF_ModelReviewMemo_2013_Sep17-Task-7.pdf) 9/17/2013  [Draft:](http://srrttf.org/wp-content/uploads/2014/01/SRRTTF_ModelReviewMemo_2014_Jan_6.pdf) 1/6/2014  Final technical memorandum summarizing modeling tools, incorporating SRRTTF and Ecology comments on draft memorandum  [Final:](http://srrttf.org/wp-content/uploads/2014/05/7-SRRTTF_ModelReviewMemo_2014_Feb_4_final.pdf) 2/4/2014 | Complete | Conditionally accepted as complete by SRRTTF 10/23/2013.  Complete 1/6/2014  Conditionally accepted as complete by SRRTTF 1/22/2014  Complete 2/4/2014 |

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| 8 | **Data Collection Strategy.** This task is intended to develop a recommended strategy for collection of additional data for use in subsequent phases, giving consideration to the modeling tool(s) that are anticipated for use. Work will be conducted through two sub‐tasks, corresponding to: 1) Attaining consensus on objectives, and 2) Development of strategy. | [Issues to Consider](http://srrttf.org/wp-content/uploads/2013/07/SRRTTF_MonitoringObjectives_071713.pdf) : 7/17/2013  Data collection objectives memorandum, incorporating feedback from monitoring objectives meeting  [Draft:](http://srrttf.org/wp-content/uploads/2013/11/SRRTTF-LT-Task-8-Initial-Monitoring-Strategy-10-15-13.pdf) 10/15/2013  Draft data collection strategy memorandum  [Draft:](http://srrttf.org/wp-content/uploads/2014/01/SRRTTF_MonitoringStrategy_2014_Jan6.pdf) 1/6/2014  Final data collection strategy memorandum, incorporating SRRTTF and Ecology comments on  draft plan  [Final:](http://srrttf.org/wp-content/uploads/2014/05/SRRTTF_MonitoringStrategy_2014_Feb4.docx) 2/2/2014 | Complete | Complete 7/17/2014  Complete 10/15/2014  Task conditionally accepted as complete by SRRTTF 11/20/2103  Complete 1/6/2014  Task conditionally accepted as complete by SRRTTF 1/22/2014  Task complete 2/4/2014 |
| 9 | **Quality Assurance Project Plan/ Sampling and Analysis Plan.** LimnoTech will prepare a Quality Assurance Project Plan (QAPP)/Sampling Analysis Project Plan (SAPP) that describes the quality procedures, criteria and corrective actions associated with the sampling and analysis program. | Draft QAPP/SAPP-[Presentation:](http://srrttf.org/wp-content/uploads/2014/02/LimnoTech-Presentation-2-26-14.pdf) 2/26/2014  [Draft QAPP:](http://srrttf.org/wp-content/uploads/2014/02/Quality-Assurance-Project-Plan_021414.pdf) 2/14/2014  [Draft SAP:](http://srrttf.org/wp-content/uploads/2014/02/Spokane_SAP-Feb12_14_.pdf) 2/14/2014  [Draft QAPP](http://srrttf.org/wp-content/uploads/2014/03/QAPP_Draft_03-24-14.pdf): 3/5/2104  [Draft SAP:](http://srrttf.org/wp-content/uploads/2014/03/SAP_Draft_03-24-14.pdf) 3/3/2014  [Draft QAPP:](http://srrttf.org/wp-content/uploads/2014/04/QAPP_Draft_041314.pdf) 4/14/2014  [Draft SAP:](http://srrttf.org/wp-content/uploads/2014/04/Spokane_SAP_Draft-041414.pdf) 4/14/2014  [Draft QAPP:](http://srrttf.org/wp-content/uploads/2014/04/QAPP_Draft_050614.pdf) 5/1/2014  [Draft SAP:](http://srrttf.org/wp-content/uploads/2014/04/Spokane_SAP_Draft-050614.pdf) 5/1/2014  Interim QAPP  Confidence Interval Testing Memo  [Draft:](http://srrttf.org/wp-content/uploads/2014/02/SRRTTF_Confidence_Testing_2014_Feb14.pdf) 2/14/2014  [Draft:](http://srrttf.org/wp-content/uploads/2014/04/SRRTTF_Confidence_Testing_2014_April_07.pdf) 4/7/2014  Final QAPP | Due dates:  1/15/2014  2 weeks after comments received  2 wks after comments received | To be finalized June 2014 after contractors selected and prior to sampling activities. |
| 10 | **Scoping for Future Phases.** LimnoTech will prepare a detailed scope, schedule, budget for Phase 2 work, consistent with information contained in the QAPP and SAP. LimnoTech will also provide refined schedules and budgets for Phases 3 and 4, updating the estimates from Task 1. | Draft Scope  Final Scope | Due dates:  2/15/2014  2 wks after comments received |  |