

Technical Consultant Work Tasks

STATUS TRACKER

Task	Scope	Deliverables	Status	Comments
11	Meetings and Coordination	Kickoff meeting (Phase 1a task) Monitoring objectives meeting (Phase 1a task) Mid-project meeting (Phase 1b) Public meeting (Phase 1b task) Project management and coordination	Complete Not started Not started Not started Ongoing	4/3/2013
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 Final Technical Consultant Work Plan	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 Final Data Request Memo	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.	Delayed from April 15 th Data due to LimnoTech by 5/3/2013	Approved as complete by SRRTTF 6/26/2013
4	Collection of Existing Data LimnoTech will contact all data sources identified in the final Data Request memorandum and begin data collection.	Contact log documenting all calls/e-mails/visits and the information obtained.	Underway Due date: 6/30/2013	Reviewed by SRRTTF 6/26/2013 Task is on schedule for completion on 6/28/2013.

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5	<p>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.</p>	<p>Technical memorandum summarizing data review.</p> <p>Database containing all data in a format suitable to SRRTTF and Ecology.</p>	<p>Due date: 7/31/2013</p>	<p>Reviewed by SRRTTF 6/26/2013 Task is on schedule for 50% completion on 6/28/2013.</p> <p>Expected to be 100% complete by July 31, 2013.</p>
6	<p>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.</p>	<p>Initial Conceptual Model</p> <p>Refined Conceptual Model</p> <p>Technical Memorandum Describing Data Gaps</p>	<p>Due dates: 8/15/2013</p> <p>8/31/2013</p> <p>8/31/2013</p>	<p>Not Started</p>
7	<p>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.</p>	<p>Draft technical memorandum summarizing modeling tools</p> <p>Final technical memorandum summarizing modeling tools, incorporating SRRTTF and Ecology comments on draft memorandum</p>	<p>Due dates: 9/15/2013</p> <p>2 weeks after comments received.</p>	<p>Not Started</p>

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8	<p>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.</p>	<p>Draft data collection objectives memorandum</p> <p>Data collection objectives memorandum, incorporating feedback from monitoring objectives meeting</p> <p>Draft data collection strategy memorandum</p> <p>Final data collection strategy memorandum, incorporating SRRTTF and Ecology comments on draft plan</p>	<p>Due dates: 10/15/2013</p> <p>2 weeks after comments received</p> <p>11/15/2013</p> <p>2 weeks after comments received</p>	
9	<p>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.</p>	<p>Draft QAPP/SAPP</p> <p>Interim QAPP</p> <p>Final QAPP</p>	<p>Due dates: 1/15/2014</p> <p>2 weeks after comments received</p> <p>2 wks after comments received</p>	
10	<p>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.</p>	<p>Draft Scope</p> <p>Final Scope</p>	<p>Due dates: 2/15/2014</p> <p>2 wks after comments received</p>	