

## SSW Program Implementation Plan

**Program Name: Data Management**

**Team Lead: Sue Barclift**

**Team Participants: Sue Barclift, Jesse Barham, Susan Clark**

**Desired 6 Year Outcomes:**

1. All storm and surface water related metadata are housed in an accessible central location
2. Metadata are updated annually
3. Data management strategy/plan ensures staff collects accurate quality data
4. Staff training ensures awareness of and proficiency in the latest data management tools (e.g. Cityworks, GraniteNet, GIS)

**Objectives/Strategies (from SSW Plan):**

**STRATEGY 2-23** Develop WQ pollution prevention training and tracking program for field staff with responsibilities in Illicit Discharge Detection and Elimination (IDDE)/Spills, Erosion Control, and O&M.

**STRATEGY 3-11** - Monitor aquatic habitat quality and quantity based on the best scientific information, methods, and tools available.

**STRATEGY 4-14** - Expand inspections beyond NPDES requirements.

**STRATEGY 4-24** Develop and implement field-based data collection tools for public and private stormwater utility infrastructure.

**Resources/Limits Notes:**

Currently, there is no FTE time assigned to general data management/control.

Strategy 2-23 requires hiring a contracted consultant for training and data management development.

**Table:** Objectives, Outputs, Activities, Sub-Activities, Performance Measures, and Timelines (\*Listed in order of Priority with notes)

SMART Objectives	Outputs	Activity	Sub-activities	Date/Order to Complete	Performance Measures/Targets	Person(s) Responsible
<b>Objective 1</b> – Identify all SSW related data collected and house the metadata in an accessible central location	Output 1.1 Staff is aware of comprehensive data information list	Develop stormwater data info spreadsheet	A. Research current data collected	12/31/2020	A. Annual reports	Stormwater Control Coordinator/Specialist
			B. Data user meetings	Continuous	B. Semi - annual meetings	Stormwater Control Coordinator/Specialist
			C. Determine inclusive data categories – type (database), what’s collected, for what use, for whom, how is it collected, where is it stored	12/31/2020	C. Shared database of current datasets	Stormwater Control Coordinator/Specialist
	Output 1.2 All staff access to dataset/metadata	Create central data information location	A. Data user meetings	Continuous	A. Annual meeting	Stormwater Control Coordinator/Specialist
			B. Determine data info sheet location	12/31/2020	B. Location identified	Stormwater Control Coordinator/Specialist
			C. Update list of data sets annually	Continuous	C. List compiled and accessible	Stormwater Control Coordinator/Specialist
	<b>Notes: Initial implementation complete date = 12/31/2020</b>					
<b>Objective 2</b> – Ensure staff collect accurate quality data	Output 2.1 QA/QC processes	Data management strategy/Plan	A. Data user meetings	Continuous	A. Semi - annual meetings	Stormwater Control Coordinator/Specialist
			B. Create data management SOP	12/31/2020	B. SOP complete	Stormwater Control Coordinator/Specialist
			C. Regular data review – outline in SOP	Quarterly to annually	C. TBD	Stormwater Control Coordinator/Specialist
	Output 2.2 Accurate reporting	Annual reports/updates development (e.g. PW Roundtable, NPDES)	A. Data user meetings	Continuous	A. Annual meeting	Stormwater Control Coordinator/Specialist
		Generate canned summary reports (e.g. Cityworks)	B. Create easy access to useful readable data	Annually and on demand	B.	Stormwater Control Coordinator/Specialist
		Data collection and user training	C. Upfront and continuous training for consistency	Continuous	C.	Stormwater Control Coordinator/Specialist
	<b>Notes: Initial implementation complete date = 12/31/2020</b>					

<b>Objective 3</b> – Staff is aware of and proficient using latest data management tools (e.g. Cityworks. GraniteNet, GIS)	Output 3.1 Access to the latest data management tools	Update Utility data management tools	A. Research	Continuous	A.	Stormwater Control Coordinator/Specialist
			B. Business case evaluation	Continuous	B.	Stormwater Control Coordinator/Specialist
			C. New tool implementation phasing/plan	Continuous	C.	Stormwater Control Coordinator/Specialist
	Output 3.2 Ongoing training for current and updated tools	Train staff on new and updated tools (current?)	A. Include staff training in data management SOP	12/31/2020	A.	Stormwater Control Coordinator/Specialist
			B.		B.	
			C.		C.	
	<b>Notes: Initial implementation complete date = 12/31/2020</b>					

**Other Notes:**