



Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes

Hood Canal Regional Pollution Identification and Correction Program

Phase 4 Workplan – WORKING DOCUMENT

Last updated: March 2022

Developed by HCRPIC Guidance Group members: Hood Canal Coordinating Council, Jefferson County Public Health, Kitsap Public Health District, Mason County Public Health, Port Gamble S'Klallam Tribe, Skokomish Tribe, Jefferson Conservation District, Kitsap Conservation District, Mason Conservation District, Hood Canal Salmon Enhancement Group, WA Dept. of Health, WA Dept. of Ecology

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HCRPIC Phase 4 Timeline

HCRPIC Phase 4 grant end date: ~~Sept. 30, 2022~~ December 31, 2022

Fieldwork will begin after the workplan is finalized and the program's QAPP is approved and will continue until approximately three months before the grant end date (TBD).

Due to implications related to COVID-19 response, HCRPIC fieldwork activities and schedules may need to be adjusted. Coordinators will work closely with HCRPIC partners to adapt to these changing circumstances as needed. COVID guidance for HCRPIC field work is [linked here](#).

Other grant activities may continue beyond the fieldwork deadline, due dates will be agreed upon by the Guidance Group at a later date.

Deliverable dates (updated June 2022):

Water sampling cutoff: Oct 15, 2022

Applies to grant funded work only (Mason Co. and HCSEG).

Water sampling data entered into KPHD cloud database: Oct 21, 2022

Applies to grant funded data only (Mason Co. and HCSEG).

Cumulative Data Reports due to HCRPIC Coordinators: Oct 21, 2022

Please QA/QC your data before submitting it.

Field work/investigations cutoff: Nov 30, 2022

Applies to grant funded work only (Mason Co. and HCSEG). Report any new data/outcomes in the Cumulative Data Report and submit to HCRPIC Coordinators by Nov 30, 2022

Rebate voucher distribution cutoff: Nov 30, 2022

Submit any updates to the Cumulative Data Report by Nov. 30, 2022

Draft Final Report distributed for partner review: November 1-15, 2022

Final Report completed: Dec 31, 2022

Grant Objectives

Description	Units	Targets
Upgrade 50 acres from prohibited to approved in	Acres	50

Hoodsport area of Hood Canal 6		
Reopen all closed parcels due to elevated bacteria in drainages or due to failing onsite septic systems	Parcels	20
Number of hotspots identified in Mason County	Hotspots	Unknown (will be reported quarterly)
Number of site inspections completed in Mason County	Site Inspections	75
Number of OSS failures identified in Mason County	OSS Failures	5
Number of OSS failures corrected in Mason County	OSS Corrections	5
Area of shoreline surveys conducted in priority areas	Miles	3
Number of ambient freshwater samples collected	Samples	100

Priority Areas

Phase 4 priority areas are established based on current water quality conditions and ongoing work informed by the local health jurisdictions, tribes, and state Department of Health’s shellfish growing area classifications and recent downgrades or parcel closures. Pollution hotspots from previous HCRPIC phases that are still active are carried over onto the Phase 4 list (Table 1).

Table 1: HCRPIC Program Phase 4 Priority Areas

Priority Area	Site Locations	Current Conditions
Jefferson County		
Shoreline & stream monitoring Sites:		
Duckabush River	Hotspot DU099	Candidate for closing
Pierce Creek	Hotspot PIE0.3	Failed part 2 of fecal coliform (FC) standard
Oak Bay	Little Goose Creek closed parcels	Low during past wet season; major repair completed; candidate for closing
Paradise Bay	Hotspot PB042	
Mats Mats Bay	Hotspot MM121	
Kitsap County		
Lofall Creek		Shellfish closure at mouth
Gamble Creek		Problem area identified by DOH in recent sanitary survey
Port Gamble Bay		Recommendation from DOH Sanitary Survey Report to

		collect at a minimum one wet season and one dry season follow-up sample from each of the KPHD and PGST sites with elevated bacteria concentrations.
Deficient pump reports & complaints		
HC 1	UH163	Confirmed shoreline hotspot
	UH171	
	UH208	
Kinman Creek		If time (DOH could do shoreline sampling if needed)
Vinland Creek		
Mason County		
Mikes beach resort	Closed parcel	
Summertide Resort & Marina	Closed parcel	
Hoodsport	Closed Growing Area	No discharge currently, most failures corrected, one outstanding (At Port: reduced flow, pumping frequently; working on drainfield relocation property acquisition (from County))
H-007	Hotspot	
I042	Hotspot	
I055	Hotspot	
8821 E SR 106		Repair ongoing (maybe fixed)
Northshore	Closed parcels	Need investigation
T089	Hotspot	
T113	Hotspot	
T114	Hotspot	
U075	Hotspot	
Annas Bay SPD	Shellfish Protection District	Some shoreline sampling planned for Potlatch, Union, then up Skok valley (working w/tribe to find parcels for surveys); want to assess all parcels in valley
Port Gamble S'Klallam Tribe		
Skokomish Tribe		
Annas Bay & Skokomish River Valley		High hits in marine waters. Site 197 close to being closed.

		Shoreline surveys ongoing, focus on east shoreline of Annas Bay (known sites from previous surveys); Will work with Mason Co to coordinate.
HCSEG Freshwater Monitoring		
Continue to use Phase 3 sites focused on 303(d) list to provide consistent data for delisting. Re-assess with new Dept. of Ecology water quality assessment report (Fall 2020). May add additional sites as new priorities arise.		
Sites will be monitored throughout the project duration at approximately three-week intervals.		
Finch Creek	Move site downstream (below housing development)	
Liliwaup Creek	Access difficult due to tides; Reconsider site location: Access above public shellfish beach?	Correction completed. Marine station not on DOH threatened list this year. Try entero. sampling instead?
Big Bend Creek		
Alderbrook Creek		
Mulburg Creek		
Trails End Creek		
Deveraux Creek		Wet season only; Failed FC standard – part 2 in Ph. 3
Union River		Failed FC standard - part 2 in Ph. 3
Big Mission Creek		
Little Mission Creek		
Tahuya River		
Dewatto River		

Fieldwork Procedures

HCRPIC Program fieldwork and laboratory analysis procedures are approved by WA state Department of Ecology’s National Estuary Program Quality Coordinator and documented in the program’s Quality Assurance Project Plan (QAPP). HCRPIC Program Guidance Documents (developed in Phase 1) further describe these activities and the HCRPIC Program Field Guide (developed in Phase 3) provides a quick reference guide for use in the field, with an addendum specifically for ambient freshwater monitoring. An additional addendum was added this year addressing COVID-19 guidance for PIC procedures.

All HCRPIC Program participants are expected to follow these approved procedures. Figure 1 provides a quick-reference flowchart for pollution hotspot confirmation, and figure 2 provides a flowchart for hotspot investigations.

HCRPIC Program fieldwork procedures resources:

- HCRPIC Phase 4 QAPP (link will be added when QAPP is finalized)
- [HCRPIC Program Guidance Document \(2014\)](#)
- [HCRPIC Field Guide \(2017\)](#)
- [HCRPIC Field Guide – Booklet format \(2017\)](#)
- [HCRPIC Field Guide – Ambient Freshwater Monitoring Addendum \(2017\)](#)
- [HCRPIC Field Guide – COVID-19 Field Work Guidance \(2020\)](#)

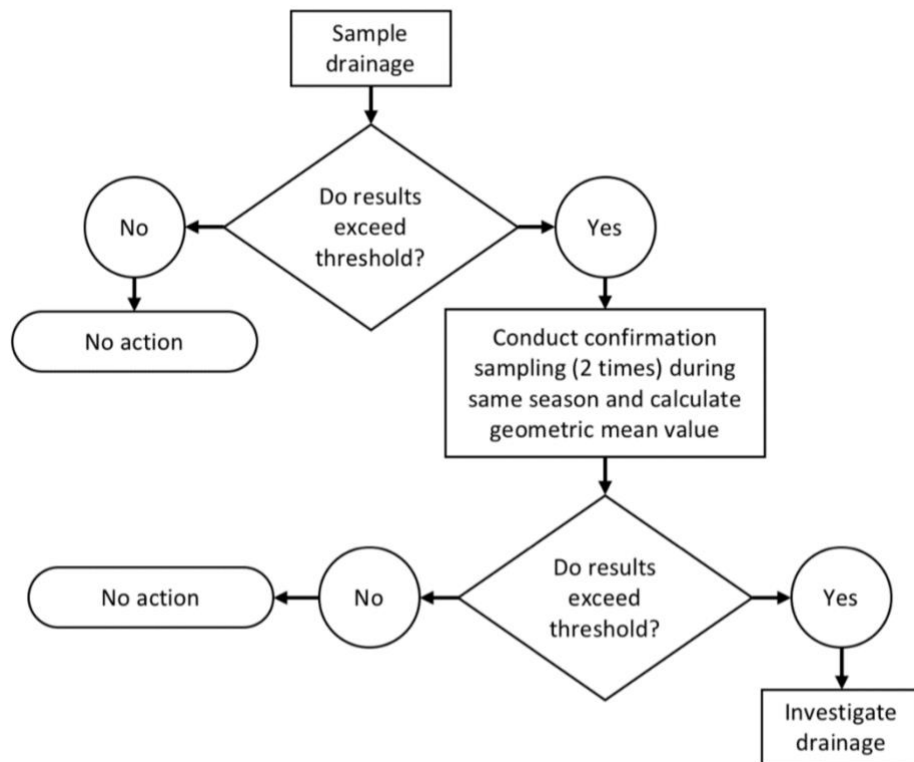
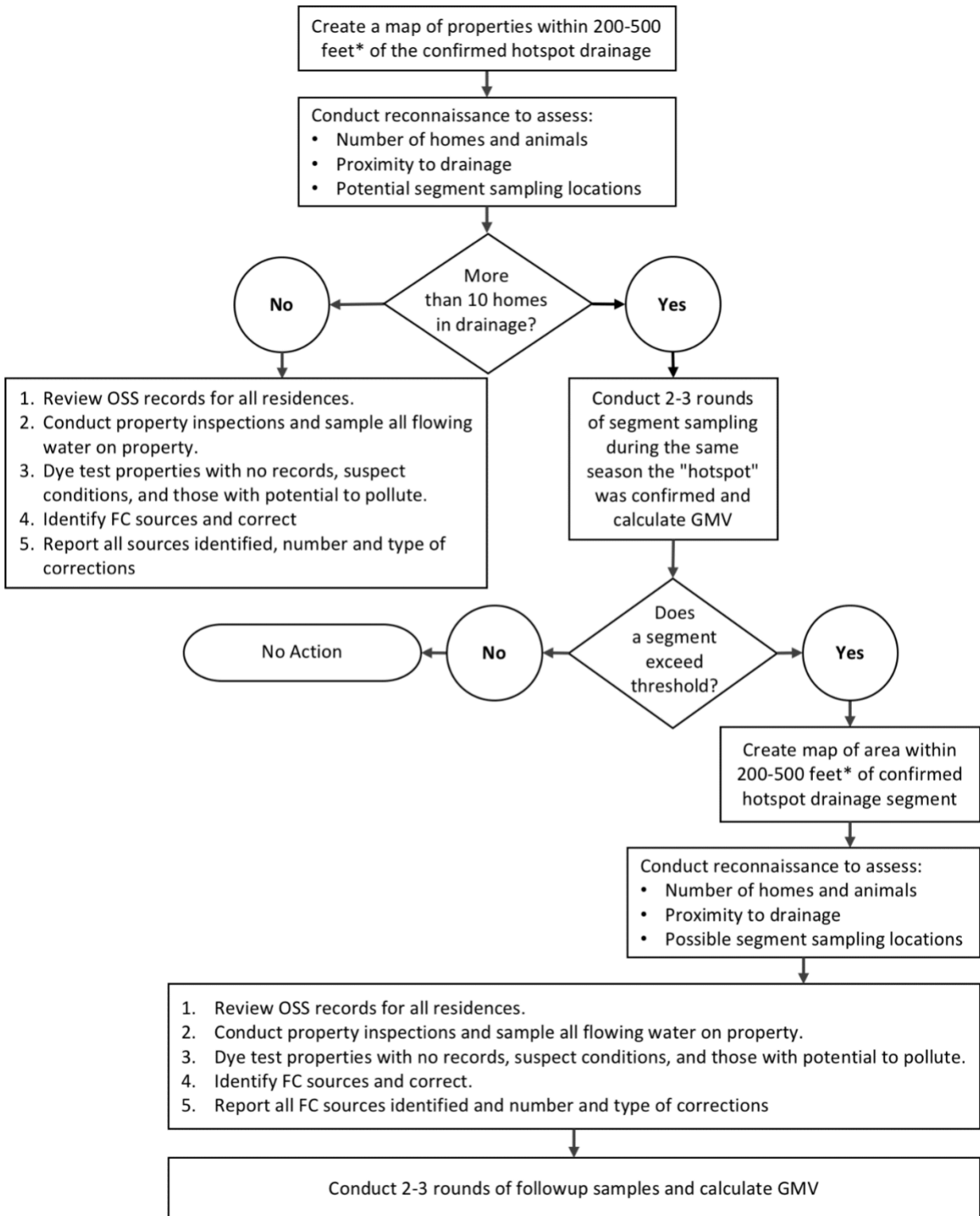


Figure 1: Fecal Pollution Hotspot Confirmation Flowchart



* Depends on number and extent of water conveyances

Figure 2: HCRPIC Program Hotspot Investigation Flowchart

Data Reporting

HCRPIC Program partners will report the following data throughout Phase 4:

Data	Reporting Format	Frequency
Water sampling data	KPHD's cloud-based database (reach out to coordinators for access and/or training needs)	Submitted at least annually (regular uploads encouraged) by Dec 31. <i>KPHD will annually upload all program water quality data to state Water Quality Exchange</i>
PIC fieldwork data	PIC Cumulative Data Report*	Submitted quarterly, one week before each Guidance Group meeting.
Shoreline surveys location data	Shoreline Surveys Log*	
OSS maintenance rebate program data	OSS Rebate Data Report*	

*All three data reports are contained in the same Excel file, linked below:

>>> [HCRPIC Ph. 4 Data Reporting Forms](#)

HCRPIC Program partners will submit final version of the above datasets at end of the grant's fieldwork window for analysis and mapping (date TBD).

Monthly Progress Reports

Summaries of HCRPIC activities will be submitted monthly with each invoice using the template linked below. Please note, invoices will not be processed until corresponding progress reports are submitted and reviewed.

>>> [HCRPIC Monthly Progress Report Template](#)

Quarterly Verbal Progress Report

At each quarterly Guidance Group meeting, HCRPIC members will verbally report a summary of their implementation progress, including work accomplished in hotspot drainages, sampling results, ongoing investigations of pollution sources, and OSS maintenance rebates.

Hotspot Close-out Procedure

HCRPIC members will utilize the following reporting procedure (also shown in figure 3) to remove pollution hotspots from the HCRPIC list with Guidance Group review and approval:

1. Compile information on each hotspot proposed for close-out, including aerial photos and maps, hotspot confirmation data table, survey summary, reasons to rule out properties, dye test results, FC corrections and BMPs installed, and post-corrective sampling data table (DOH prefers to use FC for post-corrective monitoring).
2. Present hotspot close-out proposal to Guidance Group at a quarterly meeting for feedback and discussion.
3. Guidance Group agrees to close-out the hotspot, or recommends further sampling and/or investigative work.
4. After close-out, submit hotspot information to HCRPIC coordinators for inclusion in Phase 4 Final Report.

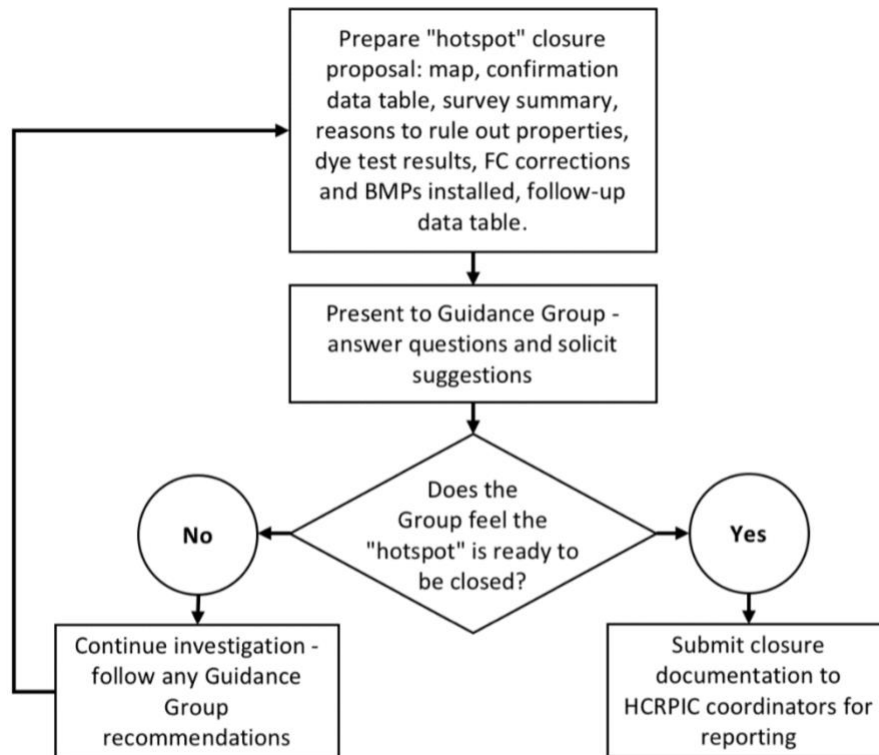


Figure 3: HCRPIC Program Hotspot Closure Flowchart

Field Training

HCRPIC Program partners will conduct and participate in a field training to address ongoing program fieldwork and reporting requirements for staff and volunteers. Trainings may address topics such as PIC field work procedures (as prescribed in the program QAPP), pollution source investigation strategies, data gathering and reporting, citizen volunteer water quality monitoring, and emerging science and technological tools.

Phase 4 training will provide jurisdictions an opportunity to review field work and reporting protocols in the office and in the field. The office component will provide a review of critical field work protocols and the level of reporting needed to produce the in-depth field work analysis

that has allowed us to illustrate regional program accomplishments. Jurisdictions can choose a site to meet for a field training review component and tailor the review to specific staffing or project needs.

Onsite Septic System Maintenance Rebate Program Guidelines

Updated March 2022; Revisions highlighted **blue**

The HCRPIC Program septic tank maintenance rebate program provides an incentive for property owners in the highest Hood Canal priority areas to develop a routine maintenance program including septic tank inspections every three years and pumping when necessary. Septic tank maintenance helps prevent premature OSS failures, reducing sources of fecal bacteria that flows to surface waters.

Rebate Eligibility

Eligible Services: Rebate vouchers can be redeemed for up to \$350 of eligible expenses per OSS for services performed by a certified contractor, including:

- Septic tank inspection
- Septic tank pumping (encouraged to occur at time of inspection if tank is greater than half full)
- Minor tank repairs, such as tank sealing and baffle replacement
- Installation of water-tight tank risers

Timeframe: Rebates are eligible for work completed during the HCRPIC Phase 4 grant period (Aug 2020 – Oct 2022), and may be applied retroactively for work completed in Phase 3 (2018-2019), if the recipients were put on a waitlist at the time their voucher was submitted.

Other restrictions:

- Rebates cannot be applied to OSS services corresponding with the sale of a house and/or property
- Rebates must be accompanied with a site visit/parcel survey by a PIC inspector

Recipient Eligibility

- Property must be occupied by a single-family household with an OSS, **or a business property within 200 ft of marine or freshwater drainage (on a case-by-case basis)**
- Parcel must be located **within 200ft of marine or freshwater drainage, including drainage ditches**
- Parcel may be served by all types of OSS, including gravity, conventional, or alternative systems
- Recipient must not have received a previous rebate for the same **type of service** during this campaign
 - o I.e. Recipient may receive multiple rebates for different services (i.e. one

inspection, and/or one pumping, and/or one riser, and/or one minor repair) totaling \$350

- Exceptions may be made for:
 - A recipient with multiple properties, per the jurisdiction's and HCRPIC Coordinators' approval
 - A second pumping for an OSS in a prolonged repair process
- Recipient must grant access to property for a site visit and field inspection where PIC inspectors will share:
 - Local water quality information
 - OSS permit and maintenance records
 - Site-specific recommendations to prevent premature OSS failures
 - Potential fecal coliform sources and drainage features

OSS Rebate Outreach

Local health jurisdictions will apply a consistent and strategic approach to provide rebates in priority area drainages, targeting outreach to parcels according to the following criteria:

- Located In confirmed pollution hotspots drainages
- OSS past due for regular inspections
- Located within a short distance of the shoreline (freshwater or marine)

Outreach methods: Counties will employ a combination of methods to distribute rebate information to homeowners via letters/brochures/door hangers, including:

- Door knocking in priority areas and/or at known properties with overdue maintenance
- Septic classes (virtual or in-person)
- During property surveys/PIC investigations
- Mailers

HCRPIC partners may utilize their own outreach materials but will include consistent messaging and branding. The HCRPIC Coordinator will support the development of outreach materials, as needed.

Rebate Processing

Rebate notices and/or vouchers will be distributed using a variety of methods listed above. Recipients will mail or hand-deliver their rebate applications to the appropriate county. Rebate information will include the following requirements for rebate processing:

- Recipient must include:
 - Vendor form, or similar form developed by the county
 - Paid receipt(s) for all services
 - Pump or maintenance inspection report, If applicable
- County may process the rebate once all information is received
- County will collect data on rebate recipients and services (see details below)

- County will submit all rebate documentation with monthly invoices to HCCC

Data Reporting

Septic system maintenance rebates have been an effective tool to gain access to priority properties, confirm OSS component location and assess conditions, assess the function of septic systems without service records, and build community relationships in high priority watersheds.

The program includes an effectiveness monitoring element that will allow us to follow-up with participants to gather and assess information about motivation and barriers to regular septic system maintenance. Funding for future septic system maintenance rebate incentive programs is linked to our ability to demonstrate effective and efficient results. We have demonstrated success of past rebate campaigns by carefully assessing and reporting OSS service results, including:

- Amount of time since last septic system maintenance
- Amount of solids reported in the septic tank
- Deficiencies, corrections, or minor repairs needed

To facilitate assessment and reporting, each jurisdiction will submit rebate data quarterly, using the provided [template](#), one week before each Guidance Group meeting. The report will include a copy of each rebate processed including a copy of the parcel survey, the OSS inspection report, the paid receipt, and the following information:

- Date of work completed
- Location of OSS (include drainage and distance to drainage)
- Type of OSS
- Number of bedrooms in home
- Permit date

Sustainable Funding Strategic Planning

Phase 4 goals: How can HCRPIC Program help local jurisdictions establish and maintain sustainable funding for water quality (PIC) programs?

Activities:

- For the time being, HCRPIC partners indicated that they are currently sufficiently funded, and have not identified an immediate need for this work in Phase IV. Recent positive funding developments (e.g. Mason County's newly approved Clean Water District fee, HCCC's Hood Canal Shellfish Initiative implementation funds, and the WA State Legislature's Foundational Public Health Services bill that directs additional funds to local public health programs) are also helping to reduce the immediate need for a sustainable funding strategy.
- These funds were reallocated towards HCRPIC partners' Task 3.1 (Program Coordination)

and Task 3.2 (PIC Work).

Communications Activities

- Take photos of HCRPIC activities; Show your creativity on the job! Submit 3 photos of your activities each quarter to share at each Guidance Group meeting.
- HCRPIC Program story map is still in development, to be used in presentations to decision-makers and the public, on websites, etc.

Summary of HCRPIC Reporting Tasks

Information	Format	Due Date
PIC fieldwork	PIC Cumulative Data Report ; Email to hharguth@hccc.wa.gov	Quarterly, one week before Guidance Group meeting
Shoreline survey locations	Shoreline Surveys Log ; Email to hharguth@hccc.wa.gov	Quarterly, one week before Guidance Group meeting
OSS rebates	OSS Rebates Data Form ; Email to hharguth@hccc.wa.gov	Quarterly, one week before Guidance Group meeting
Water quality data	KPHD cloud database	Regularly (at least annually by Dec 31)
Three photos of PIC activities	Email to hharguth@hccc.wa.gov	Quarterly, one week before Guidance Group meeting
Progress Reports	Progress Report Form ; Email to hharguth@hccc.wa.gov	Monthly, by 15 th of following month
Invoices	Email to accountant@hccc.wa.gov	Monthly, by 15 th of following month

HCRPIC Program data and outcomes will be tracked and reported by coordinators according to the grant required evaluation plan ([linked here](#)), FEATS Reports, quarterly progress reports, NTA status updates, and final report.