



## SECTION 5.0 TRAINING AND CERTIFICATION

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### TRAINING AND CERTIFICATION OVERVIEW

The purpose of this Section of the Work Plan is to provide NDOR with a plan for using training and certification to support the NPDES Permit compliance efforts. In general, training is one form of education and outreach that NDOR will use to communicate storm water protection methods and expectations to the public. Effective training is expected to increase the level of public awareness of the Storm Water Management Program (SWMP) by providing structured learning opportunities. Training will also increase success of the SWMP and compliance with the NPDES permit. NDOR has identified certification as one method to ensure that certain elements of the SWMP are enforceable.

This Section of the Work Plan identifies the requirements and opportunities for training and certification. Revisions will be made during 2007 that elaborate the details of each training opportunity and certification requirement. Three categories of training and certification opportunities are included for each Minimum Control Measure (MCM); requirements of the NPDES Permit, commitments in the SWMP, and additional recommendations that may be useful to ensure that implementation of the SWMP is effective. NDOR is only required to conduct the training and certification elements that are included in the NPDES Permit and SWMP.

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### **PUBLIC EDUCATION AND OUTREACH**

#### **Permit Requirements/ SWMP Commitments:**

In general, training and certification is one form of education and outreach to the public that will fulfill the NPDES Permit requirements and SWMP commitments for each of the MCMs. The following requirements/commitments will be addressed by the for each MCM, as needed.

- ▶ Assess existing training opportunities.
- ▶ Identify additional training needs.
- ▶ Track ongoing training.
- ▶ Develop training matrix and schedule.
- ▶ Create and implement an erosion and sediment control certification course.
- ▶ Create and implement other storm water training modules, as needed.

#### **Additional Recommendations for Training:**

The following recommendations include opportunities and challenges to accomplishing the SWMP commitments that may be addressed by formal and informal training.

- ▶ Tracking public education will depend on the ability of NDOR staff to compile all appropriate education material into a central database. The Communication Division must identify the appropriate method to train staff to funnel storm water education and outreach information to the appropriate location.
- ▶ Major elements of the Public Education Program include training fulfilled by each of the other MCMs. Training modules with specific learning objectives will be developed, implemented, and modified over time.
- ▶ The concept of an erosion and sediment control certification program is being developed. It may be necessary for NDOR to supplement outside resources to fulfill this training need once the concept is further defined.

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### **PUBLIC PARTICIPATION/INVOLVEMENT**

#### **Permit Requirements/ SWMP Commitments:**

There are currently no training requirements or commitments for Public Participation/ Involvement.

#### **Additional Recommendations for Training:**

The following recommendations include opportunities and challenges to accomplishing the SWMP commitments that may be addressed by formal and informal training.

- ▶ Tracking public participation will depend on the ability of NDOR staff to direct public input to the appropriate individuals and tracking systems so comments and records of participation are not lost or ignored. The Communication Division must identify the appropriate way to train staff on how to deal with public comments and continually provide the training as necessary.
- ▶ Volunteers in NDOR sponsored, environmental stewardship programs will require training to ensure their activities are effective. Training opportunities need to include concepts of water quality and pollution prevention in order to take credit toward compliance with the NPDES permit.

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### ILLICIT DISCHARGE DETECTION AND ELIMINATION

#### SWMP Commitments:

Develop and distribute training materials that inform the public of hazards associated with illegal dumping and improper disposal of waste. The development of this training should be consistent with the Illicit Discharge Detection and Elimination (IDDE) Plan.

#### Additional Recommendations for Training:

The following recommendations include opportunities and challenges to accomplishing the SWMP commitments that may be addressed by formal and informal training.

- ▶ Train internal staff on illicit discharge detection and reporting procedures, once developed. Personnel conducting outfall inventory, screening, dry weather monitoring, or illicit discharge investigations should be trained for the specific field activities they will be expected to perform.
- ▶ Train internal staff to utilize appropriate technologies during field activities once identified. Personnel collecting outfall inventory, screening, dry weather monitoring, or illicit discharge investigation data should be trained to use the appropriate technology (digital photography, GPS units, etc.).
- ▶ Adjacent MS4s and internal staff must be trained to respond to illicit discharges according to NDOR's IDDE Plan.
- ▶ Train internal staff to identify areas of "high-risk" for illicit discharge during project planning and design.

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### CONSTRUCTION SITE RUNOFF CONTROL

#### SWMP Commitments:

Develop and implement an Erosion/Sediment Control Certification Program to enforce implementation of appropriate erosion and sediment control BMPs. Initial discussions were held during the development of this Work Plan to begin framing the basic elements of the Program. The Program must be developed and ready for implementation no later than 2008 although it is anticipated that the Program will be modified and adapted over time.

#### Additional Recommendations for Training:

The following recommendations include opportunities and challenges to accomplishing the SWMP commitments that may be addressed by formal and informal training.

- ▶ Tracking the use of BMPs, site inspections, violations of SWPPP conditions, and enforcement actions taken will depend on the ability of NDOR to train staff or other individuals to use the appropriate tracking systems.
- ▶ Designers must be trained on how to develop a SWPPP that conforms to NDOR standards and identify appropriate BMPs based on various site conditions.
- ▶ Inspectors and contractors must be trained on how to properly install BMPs and manage construction sites during the construction process in conformance with the SWPPP and NDOR standards.
- ▶ Inspectors must be trained on how to inspect construction activities and review SWPPP implementation for conformance with NDOR standards.
- ▶ Develop Quick Reference Guides for field use that supports training and certification requirements developed by NDOR.

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### POST-CONSTRUCTION RUNOFF CONTROL

#### Permit Requirements/SWMP Commitments:

There are currently no training requirements or commitments for Post-construction Runoff Control. The Erosion and Sediment Control Certification Program – for Construction Runoff Control – will include design, installation, and maintenance requirements for the Post-Construction Runoff BMPs.

#### Additional Recommendations for Training:

The following recommendations include opportunities and challenges to accomplishing the SWMP commitments that may be addressed by formal and informal training.

- ▶ Tracking the use of post-construction BMPs and enforcement actions taken will depend on the ability of NDOR to train staff or other individuals to use the appropriate tracking systems.
- ▶ Designers must be trained on how to develop a SWPPP that conforms to NDOR standards and identify appropriate post construction BMPs based on various site conditions.
- ▶ Site managers and contractors must be trained on how to properly install BMPs and manage construction sites during the construction process in conformance with the SWPPP and NDOR standards.
- ▶ Inspectors must be trained on how to inspect construction activities and review SWPPP implementation for conformance with NDOR standards.
- ▶ Develop Quick Reference Guides for planning and design use that support training and certification requirements developed by NDOR.

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### **POLLUTION PREVENTION/GOOD HOUSEKEEPING**

#### **Permit Requirements:**

The Permit requires that NDOR develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. This Section of the Work Plan fulfills the requirement to include a training component since it addresses proper operation and maintenance for NDOR.

#### **Additional Recommendations for Training:**

The following recommendations include opportunities and challenges to accomplishing the SWMP commitments that may be addressed by formal and informal training.

- ▶ Tracking the installation and maintenance needs of permanent storm water BMPs will require staff training on the use of appropriate tracking systems.
- ▶ Maintenance staff will require training that covers the correct frequency and techniques for various storm water BMPs maintenance.
- ▶ Applicators of chemical require training and certification to reduce the risk of inappropriate use of materials and potential contamination of the environment.
- ▶ Maintenance facility staff will require training on how to conduct self-evaluations of their building, grounds, and management of materials.