

2.0 EMPLOYEE TRAINING

2.1 OVERVIEW

An informed team leads to greater effectiveness in the field. The purpose of this section is to increase awareness of municipal operations staff training requirements including, stormwater plans, pollution prevention, and documentation. Basic requirements and suggested, advanced parameters (optional elements) are included.



Provided by the City of Bloomington Utilities and depicts a group of new summer interns being trained on the emergency shut-off at the pumps.

2.2 SITE ASSESSMENT

2.2.1 General Training

Regulation: 327 IAC 15-13-17 (d) (5)	The program must include the following: Written documentation that appropriate MS4 entity employees have been properly trained, with periodic refresher sessions, on topics such as proper disposal of hazardous wastes, vegetative waste handling, fertilizer and pesticide application, and the function of implemented BMPs.
Implementation BMPs	<ul style="list-style-type: none"> • Create and maintain a written document that describes the training program and includes schedules and materials. This could be in the form of SOPs, Stormwater Pollution Prevention Plan (SWPPP) or Pollution Prevention and Good Housekeeping Manual (P2&GHMs), or other applicable format. • Ensure the training document is updated with current practices. • Train municipal employees on stormwater information according to their job responsibilities. Training to include: municipal department employees, administrative staff, elected officials, seasonal employees, MS4 Operator and Coordinator, and contractors (if needed). • The training program should review documents for: periodic litter pick up, BMP structure cleaning, pavement sweeping, roadside shoulder and ditch stabilization, planting and proper care of roadside vegetation, remediation of outfall scouring, proper disposal, recycling or reuse of waste materials, vegetative waste handling, and pesticide and fertilizer application. • The training program should review implemented best management practices and controls for reducing or eliminating pollutant discharges. • Maintain training documentation for at least the length of the permit term (in case of enforcement, keep indefinitely).
Programmatic Indicator	None.
Possible Measurable Goals	<ul style="list-style-type: none"> • Conduct employee training at least annually according to written documentation and available training materials based on the needs of the program.
Documentation	<ul style="list-style-type: none"> • Maintain training documentation including: attendance sheet, certification, agenda, presentation, or materials reviewed. • Maintain training documentation for at least the five year permit term.

<p>Advanced BMPs (optional)</p>	<ul style="list-style-type: none"> • Develop specific training materials for the different levels of job responsibilities (as needed). • Increase employee awareness by performing training quarterly. • Implement quizzes and tests. • Collect and utilize more materials, i.e.: webinars, online training, maps, brochures, handouts, etc. • Maintain electronic training documentation until termination of MS4 permit coverage/program. • Training options for MS4 Operator and Coordinator could include stormwater certifications (CPESC, CMS4S, CPSWQ, etc.). • Maintain training documentation for at least the length of two permit terms.
<p>Additional Resources</p>	<ul style="list-style-type: none"> • Excal Visual - Stormwater videos • Minnesota State Academy for Parks Maintenance, Preservation and Beautification – video for Parks Staff Keep Water Clean • Project Clean Water – video for Pollution Prevention-Good Housekeeping • Tippecanoe County Partnership for Water Quality – various training videos for pollution prevention practices, construction, and other stormwater issues.