

# Employee Training Program

For

## Stormwater Pollution Prevention and Good Housekeeping

July 19, 2012


Approved:

  
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July 23, 2012  
Date

  
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July 23, 2012  
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## TABLE OF CONTENTS

<b>A.</b>	<b>Purpose</b>	<b>1</b>
<b>B.</b>	<b>Applicability</b>	<b>1</b>
<b>C.</b>	<b>Employee Training</b>	<b>1</b>

### **Attachments**

Employee Training Program Table

Municipal Employee Training Tracking Sheet

## **A. Purpose**

Municipalities conduct numerous activities that can pose a threat to water quality if practices and procedures are not in place to prevent pollutants from entering the Municipal Separate Storm Sewer System (MS4). In-house employee training programs are established to teach employees about stormwater management, potential sources of stormwater contaminants in the workplace, and Best Management Practices (BMPs). Employee training programs instill all personnel with a an understanding of their municipalities MS4 Stormwater Management Program Plan.

## **B. Applicability**

In accordance with the New York State Department of Environmental Conservation's SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4)- Permit No. GP-0-10-002, covered entities must *"include an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training"*.

## **C. Employee Training**

Municipal employees that are educated about the link between their work and stormwater quality can assist in reducing the amount of stormwater pollution that is conveyed into receiving waters. In order for municipal pollution prevention and good housekeeping programs to achieve success, employees must be trained on how to incorporate pollution prevention and good housekeeping practices into their everyday activities.

Municipal employees shall be provided with specific information about the actions they can take to prevent or reduce stormwater pollution. Table 1 presents the range of training topics that shall be provided to each municipality. If employees are not familiar with the requirements for the SPDES permit, a general training session is a good opportunity to educate employees about them.

The most effective pollution prevention and good housekeeping training programs are the ones that provide the right information to the right employees. For example, employees engaged in landscape and park maintenance should be trained in landscaping techniques that use less fertilizer and pesticides, while employees responsible for maintaining fleet vehicles should be trained in proper disposal of waste automotive fluids and how to correctly deal with leaky or disabled vehicles.

There are a variety of methods we utilize to educate municipal employees on stormwater pollution prevention and good housekeeping practices, including:

- Brochures
- Workshops
- Employee Meetings
- Training Sessions
- Videos
- Walkthroughs
- Workplace Posters
- Field training programs

The key to an effective program is to ensure that institutional knowledge about pollution prevention and good housekeeping practices is maintained over time. A tracking system, such as the attached Employee Training form identifies the trainings that have been completed on an annual basis, as well as the municipal staff members that have attended the trainings. Tracking this information is critical to ensure the effectiveness of a pollution prevention and good housekeeping employee training program.

Table 1: Employee Training Programs- Presenting the Right Information to the Right Audience

Municipal Operation	Employees to be Trained	Topics
Hotspot Facility Management	<ul style="list-style-type: none"> <li>• Facility managers</li> <li>• Building maintenance staff</li> <li>• Fleet maintenance staff</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle maintenance and repair procedures</li> <li>• Vehicle washing procedures</li> <li>• Materials loading and unloading procedures</li> <li>• Materials storage procedures (outdoor storage)</li> <li>• Spill prevention and response</li> <li>• Dumpster management</li> <li>• Building repair and maintenance procedures</li> <li>• Oil/grease trap maintenance</li> <li>• Issues associated with the infiltration of hotspot runoff</li> </ul>
Construction Site Stormwater Runoff Control	<ul style="list-style-type: none"> <li>• Work crew management staff</li> <li>• Planning Board officials</li> </ul>	<ul style="list-style-type: none"> <li>• Stormwater management during construction</li> <li>• Erosion and Sediment Control Practices</li> </ul>
Post-Construction Stormwater Management	<ul style="list-style-type: none"> <li>• Planning Board officials</li> <li>• Street/road maintenance staff</li> <li>• Maintenance staff</li> </ul>	<ul style="list-style-type: none"> <li>• Post Construction Stormwater BMP maintenance</li> </ul>
Street Repair and Maintenance	<ul style="list-style-type: none"> <li>• Street/road maintenance staff</li> <li>• Vehicle and equipment operators</li> </ul>	<ul style="list-style-type: none"> <li>• Road maintenance procedures</li> <li>• Winter road maintenance procedures</li> <li>• Handling and application of pesticides and other chemicals</li> <li>• Spill prevention and response</li> </ul>
Storm Drain Maintenance	<ul style="list-style-type: none"> <li>• Street /road maintenance staff</li> <li>• Vehicle and equipment operators</li> </ul>	<ul style="list-style-type: none"> <li>• Storm drain maintenance procedures</li> <li>• Materials disposal</li> <li>• Vacuum truck maintenance</li> <li>• Spill prevention and response</li> </ul>
Park and Landscape Maintenance	<ul style="list-style-type: none"> <li>• Facility managers</li> <li>• Mowing/Landscape staff</li> <li>• Grounds staff</li> </ul>	<ul style="list-style-type: none"> <li>• Use and application of pesticides, herbicides, fertilizers</li> <li>• No mow areas</li> <li>• Spill prevention and response</li> </ul>
Illicit Discharge Detection and Elimination	<ul style="list-style-type: none"> <li>• Facility managers</li> <li>• Street/road maintenance staff</li> <li>• Vehicle and equipment operators</li> </ul>	<ul style="list-style-type: none"> <li>• Determining what is an illicit discharge</li> <li>• Reporting of illicit discharges</li> </ul>
General Stormwater Awareness	<ul style="list-style-type: none"> <li>• Facility managers</li> <li>• Municipal officials</li> <li>• Building maintenance staff</li> <li>• Fleet maintenance staff</li> <li>• Street/maintenance staff</li> <li>• Planning Board officials</li> <li>• Vehicle and equipment operators</li> </ul>	<ul style="list-style-type: none"> <li>• MS4 Program requirements, including minimum control measures</li> <li>• Goal of MS4 program</li> <li>• Principles of stormwater maintenance</li> </ul>

<b>Employee Training</b>		<b>Worksheet Completed By:</b> Title: Date:	
<b>Municipality:</b>			
<b>Instructions:</b> Describe the employee training program for your facility below. Provide a schedule for the training program and list the employees who attended the training. Attach the program sign in sheet if necessary.			
<b>Training Topics</b>	<b>Brief Description of Training Program/Materials (e.g., film, newsletter, course)</b>	<b>Schedule for Training (list dates)</b>	<b>Participants (targeted staff) *Attach sign in sheet</b>
Hotspot Facility Management			
Construction Site Stormwater Runoff Control			
Post-Construction Stormwater Management			
Street Repair and Maintenance			
Storm Drain Maintenance			
Park and Landscape Maintenance			
Illicit Discharge Detection and Elimination			
General Stormwater Awareness			