

Employee Training

Best Management Practices Fact Sheet

Goal/Purpose: To train employees in storm water awareness and pollution prevention as prescribed by their job duties.

Training of staff is critical to the success of the city's storm water program. Customize your training program to help staff meet their responsibilities.

Tailgate sessions can be held anywhere and modified to address the current job.

Selection of Best Management Practice Activities

To comply with the city's Storm Water Pollution Prevention Program (SWPPP), specific best management practices (BMPs) must be implemented at municipal facilities and should be selected or developed on a case-by-case basis as required.

A successful storm water pollution control program depends in large part on the appropriate training and education of employees. Training is important because one error or misunderstanding has the potential to create a costly pollution episode. Each department or facility is responsible for training its staff, depending on the types of activities and selected BMPs implemented. This Employee Training Fact Sheet will provide employees with general information on the city's SWPPP and how they may participate at work and at home.

Activity

1. Create your annual training plan at the same time that you review your program and report to the city storm water representative at (XXX) XXX-XXXX. Include in your plan the number of sessions, information to be covered, length of each session, and training location (tailgate, classroom, etc.).
2. Make a copy of the BMPs you want to discuss and note the important points next to each BMP as a reminder. You do not have to create a formal training outline, but it can be very helpful. This should also be a part of your training plan.
3. Incorporate storm water BMP training into your regular employee training, such as regular safety training sessions. Routine training is the best way to get BMPs integrated into your operations. Any training sessions on storm water BMPs for fieldwork should be completed before the fieldwork is initiated.
4. Present materials in several different ways, use handouts or read aloud. Handouts can be a good way for staff to follow along during the session and can be a reminder of what they are expected to do during the year. You can also post the information after going over it verbally. Make the training session interactive to keep everyone's attention.
5. Conduct short, multiple training sessions throughout the year to keep people thinking about preventing storm water pollution all year.

6. At a minimum, annually review your BMP strategies and discuss with employees the effectiveness of the program. Make sure that employees understand the storm water discharge prohibitions and the BMPs identified for their facility. Each employee should be trained on BMPs for preventing discharge of pollutants into the storm drain system as it relates to their job responsibilities.

7. Keep the training sessions new by using different methods to present the information each year. Rotate using handouts, tailgates, posters and classroom exercises.

8. Periodically check employee work practices to ensure correct implementation. If corrections need to be made, update the staff with the new information on the proper procedure to follow in the next training session. Inclusion of corrections and new ideas for everyday activities keeps the storm water training more relevant.

Contractor Requirements

1. Ensure that contractors provide the city with a copy of their storm water management training and procedures for protecting the storm water conveyance system.

Employee Training

Staff training may include regular tailgate sessions at those facilities that load and unload significant amounts of chemicals or raw materials. Tailgate sessions should provide information on the selected storm water BMPs and methods for preventing discharge of pollutants into the storm drain system. Encourage employees to suggest modifications for existing BMPs and to create new BMPs; their suggestions will likely reduce labor and increase storm water runoff protection. If the above-suggested BMPs require some modification to work for you or do not cover some aspect of your operations or facility, call the city storm water representative at (XXX) XXX-XXXX for assistance.

Storm water BMP training may be incorporated with other training sessions such as safety training. Records of the training sessions should be kept for at least three years. These records should include who conducted the training, who attended, subjects discussed, and the date(s) of the training.

For additional information on this and other BMPs or the city's responsibilities under the National Pollutant Discharge Elimination System (NPDES) Phase II federal regulations for storm water discharges, see <http://www.XXXX.XXX> or contact the city storm water representative at (XXX) XXX-XXXX for assistance.