

## **Appendix B: MS4 Staff Training Plan**

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**Included in SWMP Document and posted in SWMP Document Library**

# Municipal Staff MS4 Training Strategy

## City of Oregon City



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## Overview

This document presents the City's multi-year and multi-topic training strategy to address stormwater education for municipal staff. The City's 2021 NPDES MS4 Permit requires training for municipal staff in several stormwater-related areas. In general, new staff will be trained in the duties of their position upon hire. Existing staff will be trained in the duties of their position on an annual basis. All staff will be trained on updated or changed procedures throughout the permit term, as those changes or updates occur.

This strategy covers training in the following categories:

- Illicit discharge detection and elimination
- Erosion and sediment control for construction sites
- Post construction stormwater management
- Operations and maintenance of stormwater management facilities
- Stormwater pollution prevention for municipal facilities and operations
- Industrial and commercial facilities

The following table outlines the City's strategy for conducting the required stormwater training for municipal staff. This strategy is specific to NPDES MS4 Permit requirements. City staff participate in trainings for topics and programs beyond those listed in this strategy, including field safety training and equipment training.

# Municipal Staff MS4 Training Strategy

**Table 1. Municipal Staff Training Strategy**

Category	NPDES MS4 Permit Reference	Stormwater Training Topic	Target Groups	Frequency/ Years for Training	Potential Resources	Notes
Illicit Discharge Detection and Elimination	A.3.c.vi	Identifying and reporting illicit discharges (including procedures for enforcement and follow-up actions)	Municipal field staff  Staff that respond to illicit discharges  Code enforcement	Annually	Online training  Internal training based on City's IDDE response SOP  Spill Response Plan and Tracking Form	Field staff to review IDDE videos and review City's IDDE SOP before conducting dry weather field screening  Field staff and code enforcement review City's IDDE SOP and Spill Response Plan  City IDDE SOP and Spill Response Plan and Tracking Form lives on SWMP webpage
		Dry weather screening procedures, documentation, reporting, and follow-up actions	Staff that conduct dry weather screenings	Annually	Online training  Internal training based on City's IDDE response SOP  Spill Response Plan and Tracking Form	Provide training each spring or summer, prior to commencing the dry weather screening program when required  Water Quality staff to review IDDE videos and review City's IDDE SOP before conducting dry weather screening  City IDDE SOP lives on SWMP webpage
Erosion and Sediment Control	A.3.d.vi	Best practices and new technologies for erosion prevention and sediment control	Engineering staff  ESC site inspectors	Once in permit term	Online training  Vendor provided training	CESCL training is conducted every three years to renew certification and for new employees who will have ESC responsibilities
		Construction site ESC inspection processes and documentation procedures (including violations enforcement processes)	ESC site inspectors	Annually	Internal training based on City's ESC process SOP or inspection checklist	May be combined with post-construction site inspection training.
Post Construction Stormwater Management	A.3.e.vii	Proposed or adopted changes to stormwater design standards and	Engineering staff	Once in permit term, if changes are proposed to the stormwater design standards	Internal training	Training should be conducted during development (or following adoption) of new or updated stormwater design

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Category	NPDES MS4 Permit Reference	Stormwater Training Topic	Target Groups	Frequency/ Years for Training	Potential Resources	Notes
		stormwater related land use policies.	Development Services Staff involved with plan review and approval Planning/Community Development staff involved with land use reviews and approvals Site inspectors Field operations staff responsible for maintaining stormwater management facilities	or stormwater related land use policies		standards or stormwater related land use policies
		City site inspection processes and documentation procedures (including violations enforcement processes)	Site inspectors	Annually	Internal training based on City's site inspection SOP or inspection checklist	May be combined with ESC site inspection training.
Operations and Maintenance of Stormwater Management Facilities	A.3.e.vii A.3.f.x	Operation and maintenance best practices for stormwater management facilities	Field operations staff responsible for maintaining stormwater management facilities  Private facility inspectors  Public facility inspectors  Engineering staff  Development Services Staff involved with plan review and approval	Once in permit term – either CCC or PCC class for Engineering Staff and Development Services Staff  Once in permit term – both CCC and PCC courses for inspectors  Once in permit term – other available trainings	Online training  Joint agency workshop or professional group presentation  Vendor training  CCC – Vegetative Stormwater Maintenance Course  PCC/CWS – vegetative stormwater maintenance course	Training is required under two different permit elements.  CCC Course offered annually PCC Course offered as online module and/or in person (recommended every 3 years)
Stormwater Pollution Prevention for Municipal Facilities and Operations	A.3.f.x	Inspection, cleaning, and documentation/tracking procedures for MS4 related structures (catch basins, storm drains inlets, pipes)	Field operations staff	Once in permit term	Internal training based on City's SOP and schedule for MS4 maintenance	Training should be conducted after development of the revised CB inspection and cleaning schedule

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Category	NPDES MS4 Permit Reference	Stormwater Training Topic	Target Groups	Frequency/ Years for Training	Potential Resources	Notes
		Stormwater pollution prevention and good housekeeping practices for field operations	Field operations staff Facility inspectors Parks landscaping staff Facility landscaping staff Site inspectors ESC site inspectors Engineering staff Development services staff Maintenance staff	Once in permit term	Internal training based on City's municipal pollution prevention plan or SOPs	All new hires required to receive training and review SOP as part of onboard training
						Conduct in 2024, after update to municipal pollution prevention plan
						Opportunity to offer training for staff from franchise utilities or other groups that conduct field operations in the City
		OCPW and Parks stormwater pollution prevention plan and best practices	OCPW and Parks staff	Once in permit term	Internal training based on the City's SWPPP	Pertinent staff will review SWPPS SOP once during permit term unless additional locations are added
Industrial and Commercial Facilities		Industrial/Commercial facility inspection procedures (including	Staff responsible for inspecting and evaluating industrial facilities	Once in permit term Annually if inspections are scheduled	Internal training based on the City's Industrial and Commercial Facilities Strategy	Training should be conducted after the City reviews and updates the Industrial and Commercial Facilities Strategy