

Appendix B: MS4 Staff Training Plan

Included in SWMP Document and posted in SWMP Document Library

Municipal Staff MS4 Training Strategy

City of Oregon City



Prepared: July 2022

Last Update: August 2022

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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|---|----------------------------|---|--|--|--|--|
| | | 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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|--------------------------------------|----------------------------|--|--|--|---|--|
| | | | | | | All new hires required to receive training and review SOP as part of onboard training |
| | | 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 | 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 |
| | | Integrated pest management and proper application of pesticides and fertilizers | OCPW and Parks landscaping staff Facilities landscaping staff Field operations staff | Once in permit term | Online training External training | Licensed pesticide applicators will complete required continuing education credits for license renewal |
| 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 |