

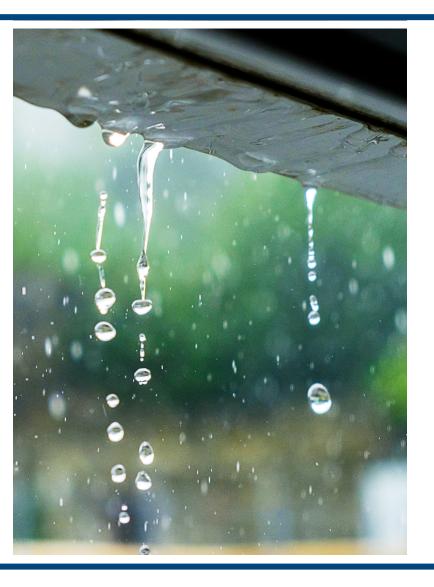




2023 MS4 Employee Training and Contractor Collaboration May 16, 2023

INTRODUCTION





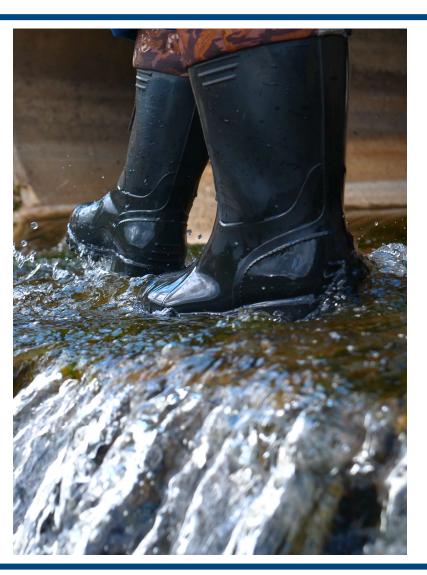
- Requirements
- Municipal employee training
- Implementation
- Contractor collaboration



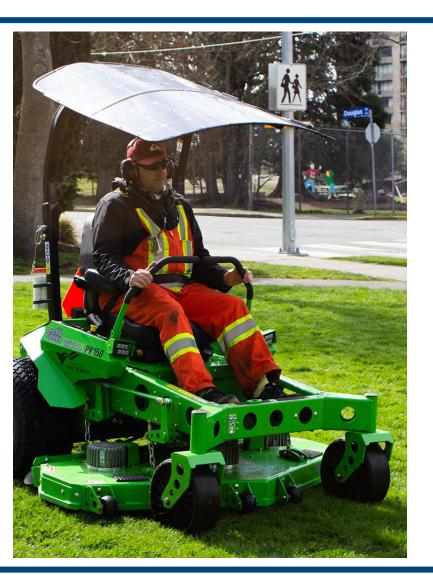


- 4.7 SWQMP, Municipal Operations Pollution Prevention & Good Housekeeping MCM
 - (m) Develop, document, and implement an annual training program for employees directly involved in implementing good housekeeping for MS4 owned and/or operated infrastructure and facilities.





- 4.7 (m) The program, at a minimum must include:
 - (1) Topics that are directly related to an employee's responsibilities and covers new technology, operations, fueling spill prevention and clean-up, other responsibilities that arise during the year, site specific stormwater run-off issues, permit requirements that apply to the staff being trained, and review of the SWPPP.





• 4.7 (m) (2) Training must be provided to:

- (A) New full-time and part-time hires within the first two months of their hire date
- (B) Seasonal employees within the first 30 days



City of Lake Station MS4

TRAINING ATTENDANCE SHEET

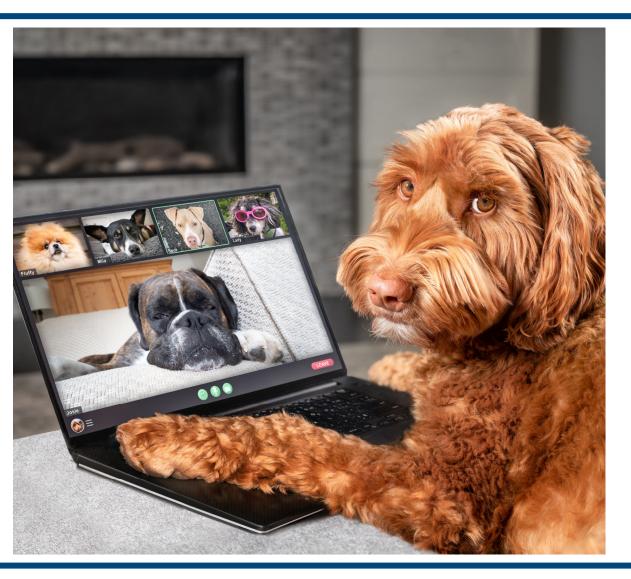
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- 4.7 (m) (3) Documentation that employees have been properly trained on issues directly related to their responsibilities and the documentation must include:
 - (A) Employee name and <u>position</u>
 - (B) Date of training

(C) Description of the training provided

WAYS TO PROVIDE TRAINING





- In person
- Hybrid
- Watching videos
- Recorded training presentations
- Field

WAYS TO PROVIDE TRAINING





- Recorded training presentations
 - Provides flexibility
 - Best fit for new employees
 - Best for continued education and more effective than annual training
 - Messages can be specific for the season or current issues

WAYS TO PROVIDE TRAINING



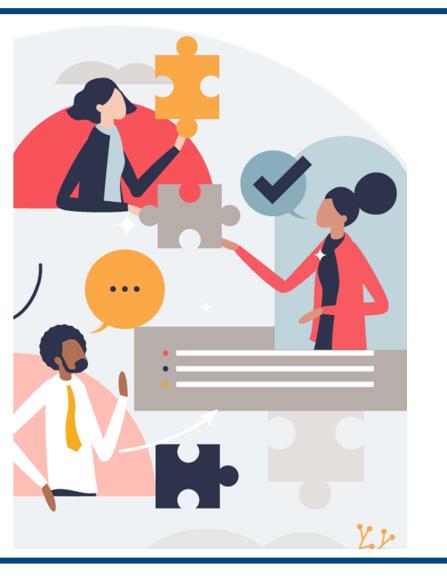


Field Training

- Provides hands-on training
- Best fit for inexperienced employees with inspection included as a responsibility
 - Customizable learning

LEVELS OF TRAINING





- MS4 Operator (Examples Include: Mayor, Town President, and Commissioners)
- Directors and department management
- Technicians, field staff, inspectors

MORE THAN REQUIREMENTS

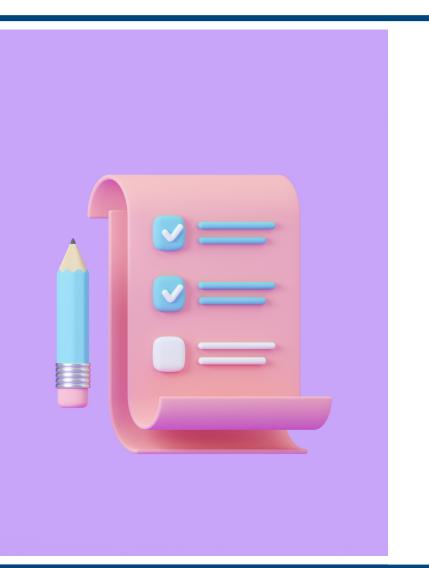




- It's not just the requirements, right?
 - Discuss why
 - Discuss how each position Represented In the audience is impacted by the regulation

EXPECTATIONS





- Set clear expectations
 - Who is conducting the quarterly inspections?
 - Where are the reports filed?
 - Who is responsible for completing the corrective action?
 - What to expect during a regulatory inspection?

CONTRACTOR COLLABORATION



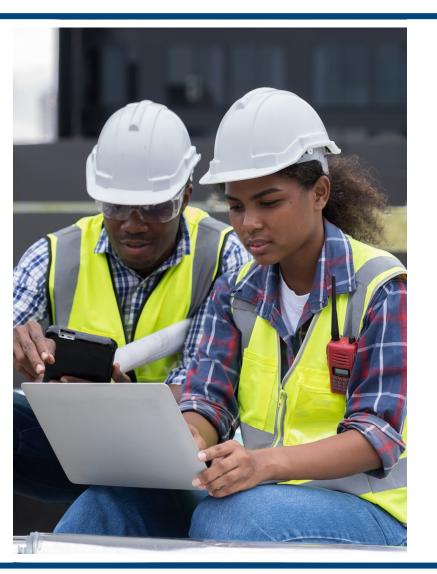
When you clean your storm drain and the next one is just as dirty. SOIL &WATER

Requirement:

4.7 (j) Establish procedures to ensure contractors or thirdparty entities hired by the MS4 entity to perform maintenance or other operational activities associated with the stormwater system are required to comply with stormwater good housekeeping practices and facilityspecific stormwater management policies and procedures.

CONTRACTOR COLLABORATION





- Provide contractors with training
- Include a vetting process for contractors
- Share the responsibility with contractors
- Staff supervision

Questions?

For Additional Information Contact

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