

Administrative Information

Required training

- New employee orientation
- [1st Aid & CPR Classes](#)
- [Defensive Driving Class](#)
- Lifting Safely Class TBD
- BMP DVDs
- HW & Meth Lab: g:drive
- Confined Space: online [REDACTED]
- Dog awareness DVD
- Fire Extinguisher training: online
http://hrd/Safety/training/Fire%20Extinguisher%20Powerpoint_files/frame.htm
- Local Source Control New Inspector
- LSC Training Calendar

Accounting & Time

- Timesheet
 - Use project number list
 - Record all time and vehicle usage
 - POETA
 - First week enter in daily view only
- Work hours. If you are late or can't come, e-mail or call Cynthia and/or Doug
- Use sign out board for when you arrive and leave for the day and for field work & absences
- Vacations are approved and posted via the [SUMP](#)

Miscellaneous

- Cell phone
 - Choose type
 - Fill out form
 - Install [MAAS App](#)
 - Order protective case
- Business Cards from the print shop <https://kingcounty.chi.v6.pressero.com/login> (need to get phone first)
- Supplies
- Furniture

Vehicles

- You are responsible for keeping any vehicle you use cleaned and gassed up.
- Where and how to fuel and wash.
- Accidents/breakdowns
- Reserve vehicles on the Outlook Calendar. Be sure to check to see if anyone is using it after you.
- Record all vehicle usage on timesheet using the relevant project number.

Section Organization

- Unit, Section, Division, Department
- Photo board
- Directories: Outlook & Website

Meetings

- WQ Inspection team
- WQ Unit
- SWS Section

Safety

- Building tour
- Safety drills/exits
- Floor warden program
- Safety committees
- Accident reporting
- Safety equipment (vest, hat, glasses). Available at Stores at the ██████████ Roads complex in Renton.
- Safety Shoe voucher in folder

Technology

- Cell phone
- Help desk/help tickets
- Phone System
 - Returning phone calls/e-mails – within 24 hours
 - Use out of office messaging
- Printers
- Drives

Professional Development

- [County training](#)
- [Departmental training](#)
- CESL
- [Lean](#)

Water Quality Inspections

Source Control Inspection Program Overview

- NPDES Permit
- [REDACTED]
- Local Source Control Program

Data Resources

- Stormwater website
- Interim Source Control File manager
- iMAP
- Local Source Control Database
- SUMP - SharePoint
- Assessor's office
- G: drive
- Facility files

Paper Resources

- Source Control Procedures Manual
- SWPM – Stormwater Pollution Prevention Manual
 - BMP Activity Sheets
 - Information Sheets
- Paper Files
- Handouts

Inspections

- Entry
- What is inspected
- Stencils & markers

Documentation

- Inspection Form
- Photographs
- Electronic Files
- Naming Protocols (file # type name description e.g. 2001-0442 WQA Jenson compliance letter)

Letters

- Location
- Content
- Process

Sampling

- Sampling Support

- Wet lab
- Environmental Lab

Complaint investigations

- Dye Testing
- DPER Code Enforcement
- Other agencies
 - IW
 - LHWMP
 - Ecology - ERTS
 - PSCA

Enforcement

- Process
- Public Rule

Mentoring & Cross training

- Business inspections
- Drainage facility inspectors
- IDDE [REDACTED]
- Septic inspections with [REDACTED] Sanitarian
- Mapping crew
- LSC inspectors