



# TRAINING OUTLINE

## Source Control Inspection Program Training

**Date** 10/6/22, 10/11/22, 10/19/22, and 10/25/22

**Time** 9:00 a.m. – 3:30 p.m.

**Location** Bremerton, Centralia, Skagit Co., and Federal Way

- Objectives**
- Discuss key topics included in the NPDES Phase II permit (S5.C.8.b.v)
  - Provide an overview of the Source Control (Business/Site) Inspection Program Guidance Manual
  - Highlight critical items related to developing a business/site inspection program and conducting business/site inspections
  - Provide peer-to-peer learning opportunities
  - Practice using inspection forms, asking questions, and identifying potential business/site issues

- Target Audiences**
- Municipal source control inspectors
  - Municipal stormwater program managers
  - Consultants hired by a jurisdiction to support source control inspections

### Annotated Outline

Time (approx.)	Length	Topic
9:00-9:05am	5 min	Training logistics and objectives
9:05-9:20am	15 min	Introductions and project overview
9:20-9:30am	10 min	NPDES permit requirements overview
9:30-9:45am	15 min	Source control best management practices (BMP) overview
9:45-10:15am	30 min	Source Control Inspection Program Guidance manual overview <ul style="list-style-type: none"> <li>• 8 chapters</li> <li>• Hybrid format</li> <li>• Supplemental resources developed for Chapters 2, 3, 4, 5, &amp; 7</li> </ul>



Time (approx.)	Length	Topic
<b>Focus on Inspections</b>		
10:15-10:45am	30 min	<p><b>Pre-inspection activities</b></p> <p><u>Program development</u></p> <ul style="list-style-type: none"> <li>• Establish contacts within your organization: code enforcement, IDDE, O&amp;M, etc.</li> <li>• Consider developing SOPs</li> <li>• Coordinate with other inspectors (PPA, Dept. of Health, Ecology) to arrange joint inspections or count their inspections</li> <li>• Determine preferred inspection form content</li> </ul> <p><u>Pre-inspection logistics</u></p> <ul style="list-style-type: none"> <li>• Determine if an appointment is needed or plan to drop-in</li> <li>• Determine whether site-specific safety plan is in place</li> <li>• Prepare inspection form</li> </ul> <p><u>Business/site research</u></p> <p>*Not all activities are required before conducting an inspection</p> <ul style="list-style-type: none"> <li>• Check to see if business business/site contact is available: check business website, identify property manager for shared dumpsters/facilities</li> <li>• Research business type and potential pollutant generating sources</li> <li>• Determine if the site has an existing stormwater or water quality permit</li> <li>• Review records from previous inspections</li> <li>• Research the water quality complaint history and IDDE records</li> <li>• Review the onsite drainage as-builts</li> <li>• Review information about potential source control BMPs related to anticipated site activities</li> </ul> <p><u>Materials and equipment preparation</u></p> <ul style="list-style-type: none"> <li>• Documents (business cards, inspection form, outreach materials, etc.)</li> <li>• Safety equipment (hard hat, eye protection, etc.)</li> <li>• Inspection equipment (manhole cover hook or lid lifter, camera, etc.)</li> </ul>
10:45-11:05am	20 min	<p><b>Small group discussion</b></p> <p><u>Goal:</u> Knowledge sharing</p> <p><u>Instructions:</u> Split into discussion groups based on what participants are using (or interested in using) for data management and field data collection.</p> <p><u>Questions:</u></p> <ol style="list-style-type: none"> <li>1. What do you use for data management and field data collection?</li> <li>2. What are the advantages and disadvantages of your system?</li> </ol>



Time (approx.)	Length	Topic
11:05-11:15am	10 min	Break
11:15-11:45am	30 min	<p><b>Business/site inspection and documentation</b></p> <p><u>Safety check</u></p> <ul style="list-style-type: none"> <li>• Appropriate PPE</li> <li>• Precautions, warnings, traffic</li> <li>• Determine whether site-specific safety plan is in place <i>*Industrial sites</i></li> </ul> <p><u>At the door</u></p> <ul style="list-style-type: none"> <li>• Friendly introduction</li> <li>• Identify the appropriate business/site contact</li> <li>• Explanation of inspection purpose + mutual objective (aka Elevator Speech): technical assistance, moving toward compliance, etc.</li> <li>• Opportunity for relationship building and listening</li> <li>• Refusal of site visit: Ways to get your foot in the door vs. when to move on</li> </ul> <p><u>Site walk-through and Documentation</u></p> <ul style="list-style-type: none"> <li>• Key items to look for</li> <li>• Document inspection: data collection, photos</li> </ul> <p><u>Inspection close-out</u></p> <ul style="list-style-type: none"> <li>• Verify contact information</li> <li>• Share educational materials</li> <li>• Discuss next steps</li> <li>• Follow-up</li> <li>• Enforcement</li> <li>• When to contact Ecology</li> </ul>
11:45am-12:15pm	30 min	<p><b>Group activity 1</b></p> <p><u>Goal:</u> Identify common issues and actions</p> <p><u>Instructions:</u> Review site maps and photos for the following example sites:</p> <ul style="list-style-type: none"> <li>• Automotive Repair Facility with Fueling</li> <li>• Landscaping/Nursery</li> <li>• Multi-Use Site: Fast Food, Fueling Station, and Car Wash</li> </ul> <p><u>Questions:</u></p> <ol style="list-style-type: none"> <li>1. What do you see?</li> <li>2. What actions does the business owner need to take?</li> <li>3. What actions should the inspector take?</li> </ol>
12:15-1:00pm	45 min	Lunch (on your own)



Time (approx.)	Length	Topic
1:00-1:30pm	30 min	<p><b>Follow-up (post-inspection) activities</b></p> <ul style="list-style-type: none"> <li>• Update business/site inspection information in data management system</li> <li>• Record and communicate inspection results</li> <li>• Set appointment reminders for follow-up inspections (if needed)</li> <li>• Progressive enforcement and options for support, technical assistance, etc.</li> <li>• Follow-up coordination with external agencies/internal staff or resources as needed (see Pre-inspection activities: Program development)</li> <li>• Begin the enforcement process (if required)</li> </ul>
<b>Focus on Education and Outreach Materials</b>		
1:30-1:50pm	20 min	<p>Review education and outreach resources developed as part of this project and resources available with the online guidance manual</p> <ul style="list-style-type: none"> <li>• General information</li> <li>• Dumpsters</li> <li>• Spills</li> <li>• Storm drainage system maintenance</li> <li>• Washwater</li> <li>• Specific business sectors</li> </ul>
<b>Focus on Implementation</b>		
1:50-2:20pm	30 min	Notes from the field: Case studies and lessons learned
2:20-3:20pm	60 min	<p><b>Group activity 2</b></p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> <li>• Identify common issues and actions</li> <li>• Test out inspection form (hard copy or electronic)</li> </ul> <p><u>Instructions:</u></p> <ul style="list-style-type: none"> <li>• Walk/drive to nearby maintenance facility for mock inspection</li> <li>• Recap back in the training room</li> </ul> <p><b>NOTE: This activity is a mock inspection. Areas of the site may be modified for the training and may not represent actual conditions at the site. Identified action items will be used for training purposes only and not for enforcement.</b></p>
3:20-3:30pm	10 min	<p>Wrap-up and training evaluation</p> <ul style="list-style-type: none"> <li>• Related trainings</li> <li>• Mentorship opportunities</li> <li>• ECOSS spill kit program</li> <li>• Voucher incentive programs (e.g., King County, Kitsap County)</li> </ul>