

CALIFORNIA PROTECTION AGENCY



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CALIFORNIA CUPA FORUM



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UNIFIED PROGRAM TECHNICAL TRAINING FRAMEWORK & IMPROVEMENT STRATEGIES FINAL DRAFT: MARCH 2011



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INTRODUCTION

The Unified Program (Program) organizes the administration and activities of six programs:

- 1) Hazardous Materials Release Response Plans and Inventories (Business Plans);
- 2) California Accidental Release Prevention (Cal ARP) Program;
- 3) Underground Storage Tank Program;
- 4) Aboveground Petroleum Storage Act (APSA) Program;
- 5) Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs, and;
- 6) California Fire Code: Hazardous Materials Management Plans and Hazardous Materials Inventory Statements.

The Program is overseen by the California Environmental Protection Agency (Cal/EPA) coordinating with partner state agencies to ensure consistency and to set program standards. Certified Unified Program Agencies (CUPAs) implement the program at the local level by consolidating and coordinating administrative requirements, permits, inspections, and enforcement activities for the six programs. A PA, or Participating Agency, is a local agency that has been designated by the local CUPA to administer one or more Unified Program elements within their jurisdiction on behalf of the CUPA. UPAs (Unified Program Agencies) refer to the combined group of both CUPAs and PAs.

UPAAG

The Unified Program Administrative and Advisory Group (UPAAG) allows for the local, state, and federal agencies to work together on policy decisions, program education, and issue resolution. UPAAG's mission is to protect public health and safety, restore and enhance environmental quality, and sustain economic vitality through effective and efficient implementation of the Unified Program. The UPAAG is guided by its Strategic Plan which outlines the Program vision, goals, objectives, and strategies. The Unified Program strives to meet the following eight goals:

- 1) Continue full participation and coordination in their oversight of the Unified Program and shall speak with a unified, consistent voice in communicating with local agencies.
- 2) Build, enhance, and maintain effective communication among stakeholders.
- 3) Enhance professional, effective, and consistent service delivery by adequately training all federal, state, and local agency participants.
- 4) Assure consistent compliance of regulated facilities.
- 5) Implement the Unified Program in all jurisdictions.
- 6) Have coordinated, standardized, statewide reporting of data essential for Unified Program implementation.

- 7) Demonstrate Unified Program performance and success.
- 8) Explore and evaluate opportunities to enhance service delivery by participating in health, life safety and environmental programs related to the Unified Program.

The objectives and strategies to meet these goals are further defined in the UPAAG Strategic Plan which can be found at: <http://www.calepa.ca.gov/CUPA/Strategic.htm>.

Training Framework

The Unified Program plays a vital role ensuring public health and safety standards throughout the six programs. In order to guarantee the Program's continued high quality work, the desire is to implement voluntary training guidance that provides consistency throughout the State for the education of new and established inspectors. The use of a standardized training framework will help to assure the Unified Program is conducted in a coordinated, consolidated and consistent manner throughout the State. The framework supports CUPAs and PAs in acquiring the required technical expertise to implement the program elements by identifying training required by law as well as recommended training. In addition, as the demographics of the state's workforce evolve with many experienced personnel retiring, having a standardized training framework will help to ensure that Unified Program training efforts are targeted to meet the future needs of the CUPAs and PAs. It is expected the Framework will be developed into a long-term program to assist CUPAs with staff development.

PURPOSE

The purpose of the *Unified Program Technical Training Framework and Improvement Strategies* is to:

- 1) Create consistent training throughout the Unified Program by establishing a comprehensive recommended training framework that meets CUPA and PA staff training and program needs and meets the training requirements for UPAs as defined in state laws;
- 2) Identify and prioritize gaps in the training framework and develop improvement strategies to address those gaps;
- 3) Implement a governance structure to oversee and maintain the training framework; and,
- 4) Develop the workforce to meet the Unified Programs core program functions into the future by achieving and maintaining a diverse high performance work environment for all of its' organizations.

GOALS

The goals of the *Unified Program Technical Training Framework and Improvement Strategies* are to:

- 1) Provide guidance for the Unified Program to be used by UPAs in determining training and development paths for their staff based on needed knowledge, skills, abilities, and statutory and regulatory requirements.
- 2) Provide guidance for the UPAAG Training Committee to use in the development, implementation and maintenance of a UP training program.
- 3) Provide guidance to UPAs to be used in the development of a training program for their jurisdictions.
- 4) Provide guidance to individual employees working in the Unified Program on how to plan the training they need for career development.
- 5) Utilize a multi-media, tiered approach for training.
- 6) Identify actions to implement the training framework for UPAs and Unified Program state agencies.
- 7) Develop work plans to address gaps in the training framework.

TRAINING FRAMEWORK

APPROACH

The training framework section addresses the six Unified Program elements and provides the capability to add additional program areas to the framework as needed by local and state agencies.

Matrices are provided for training that is common throughout the Unified Program and for training that is specific to each of the six Unified Program elements. The training is addressed by category (basic, intermediate, and advanced) in each matrix. The matrices include basic entry requirements, core knowledge and skills, time in service and potential certifications. Training topics appropriate for each category are listed and noted whether the topic is a state and federal training requirement or training recommended for developing and maintaining UPA staff proficiency.

USING THE FRAMEWORK

This framework is meant to be used by UPA managers, supervisors and staff to aid in determining needed training, designing a development plan, and looking at career growth. The framework promotes statewide consistency while at the same time accommodating the varying scope of programs administered and the available staff resources that exist among California's CUPAs and PAs. The diversity of the regulatory universe of UPAs throughout the state will necessitate that this framework be used as a menu of subjects to be selected appropriately.

UPAs that choose to use this framework will satisfy the Unified Program technical training requirements set forth in statute and regulation. In addition, the framework will provide the UPAs with a training path to maintain their expertise.

UPA STAFF DEVELOPMENT

This framework is designed to address varying capability levels. For example, an individual may work in two Unified Program elements and be at the beginning training level for one and intermediate for another.

This framework can support development of staff preparing to move to another level. For example, staff at the intermediate level may be able to take some courses in the advanced training level to prepare for future job duties.

UPAs should choose the staff development method that is the most appropriate for their jurisdiction. Use of an Individual Development Plan is encouraged. An example a local agency plan can be found in Appendix B.

Staff achievements should be recognized. It is anticipated that, in the future, the UPAAG Training Committee will consider issuing certificates recognizing completed Unified Program training identified in this framework.

TRAINING MATRICES

This section, together with the Unified Program common and element-specific matrices in Appendix C, provides a tool for UPA managers, supervisors, and staff to determine appropriate training based on their jurisdiction's program and individual's career paths.

The information provided in the matrices is intended as a guide. Each CUPA and PA will need to customize the information to comply with their jurisdiction's requirements and policies.

MATRIX TERMINOLOGY

Training Category	<p>Basic: Classroom and field training that will lead to the knowledge and experience to perform routine inspections at common facilities such as automotive repair businesses, retail gasoline dispensing stations, dry cleaners, and facilities with manufactured aboveground storage tanks; identify common violations; provide corrective actions and follow-up; and conduct simple enforcement actions.</p> <p>Intermediate: Classroom and field training that will lead to the knowledge and experience to inspect more complex facilities such as chemical suppliers, metal finishing, manufacturing, underground storage tank installation, repair and removal inspections, field-constructed</p>
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	<p>aboveground storage tanks and conditional exempt treatment and conduct enforcement actions.</p> <p>Advanced: Classroom and field training that will lead to the knowledge and experience to inspect complex facilities such as plating shops, truck stops and other underground storage tank facilities installed on or after 7/1/04, tank farms/refineries, major manufacturing facilities, underground storage tank plan check, conditionally authorized and permit by rule treatment or completing area plans and take enforcement actions at very complex, unusual cases that could include search warrants.</p>
Basic Entry Requirements	Examples of education, experience, training and certifications needed for each of the training categories.
Core Knowledge and Skills	Essential knowledge and skills needed to be effective in carrying out the most common activities for each program.
Specialized Knowledge and Skills	Essential knowledge and skills needed to be effective in carrying out program-specific activities for specialized aspects or processes. An example is refineries (which are not found in every CUPA).
Training	List of training delivered through a variety of methods, including classroom and on-line.
Topic	Refers to course content, not to a particular course.
Frequency	How often the training is required by law or recommended by UPAs.
Method	How training is received - either through course work or on-the-job training (OJT).
Required by law	Training that is required under federal or state law (e.g., by statute or regulation.) See law listing in Appendix D.
Recommended by UPAAG	Training that is recommended by UPAAG to assist with meeting knowledge and skills at each level.
Knowledge and Skills Addressed	Identifies specific core knowledge and skills that specific training addresses.
Certifications	Examples of certifications available for various program elements.
Time In Service	The approximate length of time needed to become proficient in knowledge and skills for the BASIC training category of each program. NOTE: Time in Service not applicable to Intermediate and Advanced categories.

SAMPLE MATRIX

TRAINING CATEGORY: BASIC / INTERMEDIATE / ADVANCED							
Basic Entry Requirements							
Core Knowledge and Skills							
Specialty Knowledge and Skills							
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
Certifications							
Time In Service							

GOVERNANCE

APPROACH

This section outlines governance for the *Unified Program Technical Training Framework and Improvement Strategies*. Building on the existing Unified Program committee structure, this section describes decision-making, approval and implementation processes and provides a schedule to update and maintain the framework.

This section is specific to the UPAAG and Unified Program Training Steering Committee's actions to develop, update, and maintain the *Unified Program Technical Training Framework and Improvement Strategies*. This section does **not** apply to CUPAs' and PAs' implementation or use of this voluntary training guidance.

STRUCTURE

The three groups described below play key roles in developing and carrying out Unified Program training-related activities. The current structure of these groups will be utilized as the governance structure for the *Unified Program Technical Training Framework and Improvement Strategies*.

Unified Program Administrative and Advisory Group¹: The UPAAG is a policy level advisory body to the Unified Program as implemented under the direction of the Secretary of Cal/EPA. The purpose of the UPAAG is to provide a forum to gather, process, discuss, refine, and develop issues concerning implementation of the statewide Unified Program. The scope of issues includes those associated with program development, implementation and maintenance that impact all Unified Program stakeholders. As such, the UPAAG has the authority to direct the development of and to approve the *Unified Program Technical Training Framework and Improvement Strategies*.

Under its charter, the UPAAG has the authority to charter Steering Committees and Work Groups to assist with carrying out UPAAG responsibilities. The UPAAG is jointly chaired by the Cal/EPA Assistant Secretary for Local Programs and the Cal-CUPA Forum Board Chair. In addition to the co-chairs, the UPAAG membership consists of six representatives from the Cal-CUPA Forum Board, the California Emergency Management Agency, Office of the State Fire Marshal, State Water Resources Control Board, Department of Toxic Substances Control, and the US Environmental Protection

¹ Reference - November 30, 2006 UPAAG Charter

Agency (U.S. EPA). Meetings are held quarterly and may be held more frequently if necessary.

Unified Program Training Steering Committee²: The UPAAG established the Unified Program Training Steering Committee. The purpose of this committee is to develop and oversee a Unified Program Training Program that will (1) consider existing and future Unified Program Agency (UPA) staff training needs, (2) guide development and delivery of training courses, (3) coordinate the training efforts of UP state agencies and Regional Training Coordinators, and (4) establish goals, objectives and realistic implementation schedules for the continuing implementation of the statewide training program. The Steering Committee represents the management level training effort that will oversee, coordinate, and guide the more detailed aspects of the Unified Program training programs developed by staff level committees, local agencies, and special projects. As chartered, the Steering Committee has the authority at the direction of the UPAAG to develop the *Unified Program Technical Training Framework and Improvement Strategies* and recommend its approval to the UPAAG.

The Steering Committee is co-chaired by Cal/EPA and the Cal-CUPA Forum Board Training Issue Coordinator. Members include management representatives from Cal/EPA, U. S. EPA, CalCUPA Forum Board (including Regional Training Coordinators and other designated members), and state agencies with UP responsibilities. Meetings are held quarterly and may be held more frequently if necessary.

California CUPA Forum³: The CUPA Forum is a statewide organization of UPAs that implements the Unified Program. The organization works to update and continuously improve the Unified Program for the agencies, businesses and communities served. The CUPA Forum provides a single, strong, consistent voice statewide. The CUPA Forum is organized into four regions (Northern, San Francisco Bay Area, Central and Southern). The CUPA Forum works cooperatively with the state agencies. Cal/EPA and other state agencies with Unified Program responsibilities participate in steering committees, regional meetings and, by invitation, Technical Advisory Groups (TAGs). The CUPA Forum Board of Directors is comprised of three members and three alternates for each region, one representative from the PAs, and members at large from the California Fire Chiefs Association and the California Conference of Directors of Environmental Health. The Board meets multiple times annually.

² Reference - August 15, 2007 Draft Unified Program Training Steering Committee Charter

³ Reference - [California CUPA website](#)

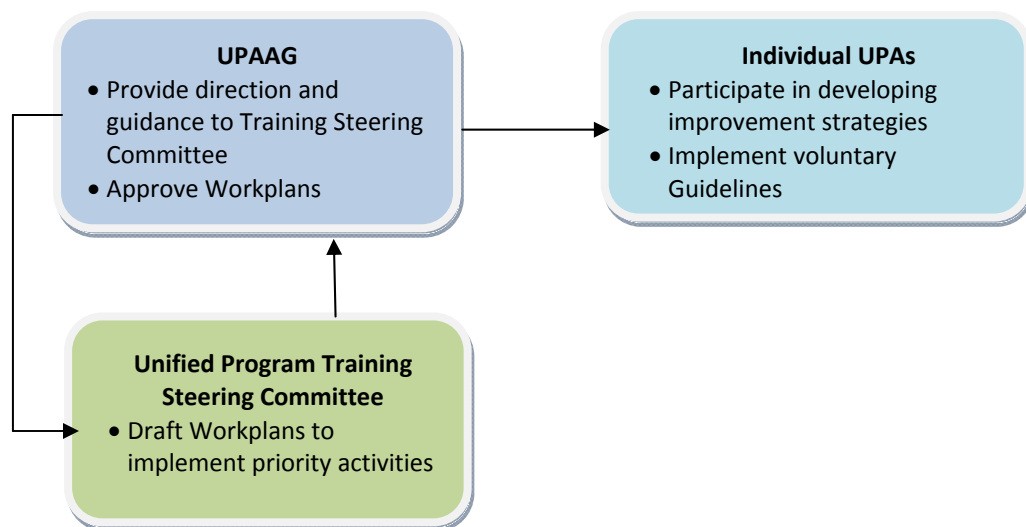
DECISION-MAKING AND APPROVAL PROCESSES

The UPAAG and the Unified Program Training Steering Committee will each operate using a consensus-seeking process on all business, including approval and ongoing coordination related to the *Unified Program Technical Training Framework and Improvement Strategies*. Whenever there is a significant difference aired on any issue related to the document, work will be undertaken to discuss and negotiate an outcome that all parties can accept.

For the Steering Committee, when consensus is not possible and a decision must be made, there will be a vote on the issue. In this circumstance, each organization included in the Training Steering Committee will have one vote. Members can abstain from voting on any issue if they so choose. The Training Steering Committee will act upon the agreement of a majority of the membership present and voting. Dissenting opinions should be aired and noted in the meeting minutes.

IMPLEMENTATION

The UPAAG is responsible for providing direction and guidance to the Training Steering Committee relative to priority activities to implement the *Unified Program Technical Training Framework and Improvement Strategies*. Under direction from the UPAAG, the Unified Program Training Steering Committee is responsible for drafting work plans to implement those priority activities. Work plans should include expected results or deliverables; responsible party roles and assignments; timelines and milestones; and required resources. The UPAAG is responsible for final approval of the work plans.



OVERSIGHT AND MAINTENANCE

The *Unified Program Technical Training Framework and Improvement Strategies* document will undergo an annual review and update process. The Unified Program Training Steering Committee will monitor the implementation and gap analysis work plans. Performance measures will be developed to measure implementation of the Unified Program framework. A progress report with recommendations for updating the framework will be developed and approved by the Steering Committee and presented to the UPAAG for their consideration and approval. Information for the progress report will be gathered from responsible parties, assigned duties in the work plans, and using other appropriate feedback mechanisms (e.g., surveys of key stakeholder groups.) Updates to the framework will include, at a minimum, incorporation of completed deliverables and an updated gap analysis.

COMMUNICATING THE TRAINING FRAMEWORK AND IMPROVEMENT STRATEGIES

Various communication dissemination techniques and outreach activities will be used to help build awareness of, and support for, the *Unified Program Technical Training Framework and Improvement Strategies*, including:

- Distribution to all CUPAs, PAs, state agencies involved with the Unified Program, and key stakeholder groups and associations.
- Posting the framework on appropriate websites.
- Presentations and discussions at conferences and meetings.

IMPROVEMENT STRATEGIES

APPROACH

This section identifies potential areas for future enhancement to the Training Framework and suggests strategies to address those topics.

GAP ANALYSIS

Potential areas for future enhancement include:

- Finalization of the Training Steering Committee Charter;
- Completion of the training matrices identifying classes fulfilling program requirements;
- A complete list of UP training resources including a course catalog of available classes that fulfill program requirements – and an on-line calendar of course availability;
- An on-line statewide training tracking system of classes taken by individuals;
- A recognition program for completion of course work;
- Incorporation of incentives into the Training Framework;
- A long-term sustainability strategy;
- Development of guidance for employees and supervisors to create Individual Training Plans;
- Develop a model Individual Training Plan; and
- Other activities appropriate to ultimately creating a system to record training, knowledge and skills leading to statewide job portability for inspectors.

STRATEGY AND WORK PLAN TO ADDRESS GAPS

The Training Steering Committee should review the list of potential improvement strategies and add additional topics that would be of value to CUPAs. They should then make prioritized recommendations to the UPAAG for their consideration of topics to address.

The UPAAG will review the recommendations and provide guidance to the Training Steering Committee on the prioritization of activities to be addressed. The Training Steering Committee will then create work plans with specific steps to address prioritized activities and recommend roles and responsibilities to complete the activity. The UPAAG will approve the work plans and request assistance from designated parties to complete the priority activity.

POTENTIAL AREAS FOR IMPROVEMENT

Finalization of the Training Steering Committee Charter

To support the role of the Training Steering Committee, the draft Charter (08-15-07) should be reviewed, updated as needed and approved by the UPAAG.

Completion of Training Matrices

To assist UPAs, the UPAAG Training Steering Committee anticipates completing the Training Matrices found in Appendix B of this document.

Training Resources and Calendar

The UPAAG Training Steering Committee anticipates developing and maintaining a list of Unified Program training calendar with a list of training providers and courses offered by Cal/EPA, other state agencies, conferences, colleges, and UPAs, as well as classes that are offered by the private sector. The resources and training calendar will ultimately be available on-line. The Training Steering Committee should be the gate-keeper to determine what classes are added to the calendar.

Tracking and Electronic Recordkeeping

Building on the Conference Management System, an electronic tracking system should be developed to document staff training. Individual training profiles could record coursework taken, Continuing Education Contact Hours (CECHs) earned and other certifications received as well as noting registrations and certificates new employees possess such as Registered Environmental Health Specialist.

Recognition Program

The training framework is a voluntary program to assist UPAs with staff development and training. There is a long-term desire to create a statewide standard of knowledge, skills and training. Using the Tracking System recommended above, individuals can have documented training accomplishments recognized throughout the UP agencies. The creation of a statewide-recognized training recognition program would attest to a level of staff development.

The CUPA Board also holds the ability to award CECHs. The UPAAG may choose sometime in the future to encourage the use of the Training Matrices (Appendix A) by

awarding CECHs and issuing CUPA-sponsored training recognition acknowledging completion of course work.

Long-term Sustainable Strategy

The training framework is a voluntary program to assist UPAs with staff development and training. The UPAAG may choose to consider, sometime in the future, formalizing the framework, establishing a statewide curriculum and offering web-based training. Any strategy should be developed with the UPAs, local, state and federal agencies, customers and the regulated community and academic institutions. The UPAAG should look for grant opportunities to fund such endeavors.

Other activities appropriate to ultimately creating a system to record training, knowledge and skills leading to statewide job portability for inspectors

Once the Training Matrices are populated, the Training Steering Committee should meet to review the goals and objectives of this program and determine any additional strategic activities that will contribute the success of this effort. This may include an annual training plan, delivery of courses, consistent curriculum, a train-the-trainer program, development of a training manual or other improvement activities consistent with the mission of the Training Steering Committee.

APPENDIX A – TRAINING REQUIREMENTS & RECOMMENDATIONS

Training requirements and recommendations in this section apply to the following Unified programs:

Hazardous Material Release Response Plans and Inventories (Business Plans)

The Business Plans program element provides facilities' hazardous materials information to emergency responders and the general public, and coordinates releases and spill response reporting among businesses and government authorities. The program element's purpose is to prevent or minimize the damage to public health, safety, and the environment due a hazardous materials release. To satisfy community right-to-know laws, facilities are required to disclose all hazardous materials and wastes above certain designated quantities which are used, stored, or handled at the facility. They are further required to inventory their hazardous materials, develop a site map and an emergency plan, as well as implement a training program for all employees. The local CUPAs verify the information and provide it to fire departments, hazardous materials response teams, and local environmental regulatory groups.

California Accidental Release Prevention (CalARP) Program

The purpose of the Cal ARP program element is to minimize the risk of hazardous materials to the public and environment. This program differs from Business Plans by applying to a distinct set of substances, and involves accident prevention and mitigation. According to regulations, facilities handling more than the threshold quantity of a regulated substance must submit a Risk Management Plan (RMP) to the CUPA. The RMPs determine potential accidents and implement measures for prevention. Safety information, a hazard assessment, a prevention program, an emergency response program, and a management system are included in RMPs.

Underground Storage Tank (UST) Program

The purpose of the UST Program is to protect public health and safety and the environment from releases of petroleum and other hazardous substances from tanks. There are four program elements. The Leak Prevention Program element includes requirements for tank installation, construction, testing, leak detection, spill containment, and overfill protection. The Cleanup element directs leak reporting requirements and includes the cleanup of leaking tanks involving soil and groundwater investigation and remediation. This element reviews petitions filed on case closures. The Enforcement element supports both the leak prevention and cleanup sides by investigating fraud and violations of the UST laws and regulations and provides assistance to local agencies enforcing UST requirements. The Licensing element administers the Tank Tester Licensing Program by establishing minimum qualifications for those who test underground storage tanks and associated piping.

Aboveground Petroleum Storage Act (APSA) program

Local CUPAs are responsible for implementing and enforcing the requirements of the Aboveground Petroleum Storage Act. APSA requires tank facilities owners and operators to prepare a Spill Prevention, Control, and Countermeasure (SPCC) plan according to State and Federal standards. Inspectors are required to inspect tanks at least every three years, to ensure compliance with SPCC requirements. The CUPA coordinates with the State Water Resources Control Board (SWRCB) to verify spill clean-up. More information regarding APSA requirements can be found at: <http://www.calepa.ca.gov/Cupa/Aboveground/FactSheetAPSA.pdf>

Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs

Local CUPAs are responsible for ensuring the safe handling, storage, and disposal of hazardous waste to prevent injury or environmental contamination. Businesses generating any amount of hazardous waste are regulated to verify proper handling, recycling, treating, as well as storage and disposal. Businesses are also required to submit a Hazardous Materials Business Plan to the CUPA for compliance with Federal and State standards.

California Uniform Fire Code: Hazardous Material Management Plans and Hazardous Material Inventory Statements (HMMP/HMIS)

The HMMP/HMIS element seeks to enhance communication and coordination among the CUPA, program agencies, regulated community, and fire agencies regarding hazardous materials information. To avoid duplicative efforts, the HMMP/HMIS coordinates inspections, enforcement, and emergency response, between the Unified Program elements and businesses. The HMMP/HMIS is also responsible for ensuring consistency and consolidating laws, regulations, and other standards to reduce unnecessary burden on businesses. In contrast with Business Plans, a local fire chief may require additional information to satisfy California Fire Code requirements and to implement local fire prevention programs.

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

This section describes competencies and training that are common to all six programs in the Unified Program.

TRAINING CATEGORY: BASIC

From CCR, Title 27, Section 15260

EDUCATION

(a)(1)(A) CUPA technical program staff and supervisors who are involved in specific activities associated with oversight of the local Unified Program requirements must meet the following minimum educational requirements:

(i) Thirty semester units earned from an accredited college or institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b), from one or more of the following disciplines:

(aa) Biology or microbiology; (bb) Chemistry, chemical engineering; (cc) Physics, physical science; (dd) Environmental science; (ee) Geology or soil science; (ff) Environmental health;

(gg) Environmental or sanitary engineering; (hh) Toxicology; (ii) Industrial hygiene; (jj) Hazardous materials management; (kk) Fire science, fire technology;

- OR -

(ii) Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94301(b) with major course work in the disciplines listed in paragraph (a)(1)(A)(i);

- OR -

(iii) Qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education, on the basis of one year of qualifying experience for 15 units of college course work authorized pursuant to paragraph (a)(1)(A)(i), for up to a maximum of 15 units.

**Basic Entry
Requirements**

TRAINING CATEGORY: BASIC

	<p>(b) One or more CUPA technical staff or supervisors, as needed to effectively meet the requirements of paragraphs (a)(1)(A) and (1)(B), shall meet the requirements of subdivision (d) of this section.</p> <hr/> <p>(d)(1) Education Requirements:</p> <p>(A) Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b) with major coursework in biological, chemical, physical, environmental or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; or a related field. Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved as above; or</p> <p>(B) Registration as an Environmental Health Specialist may be substituted for the required education.</p>
<p>Core Knowledge and Skills</p>	<p>B-1: Understanding of hazardous materials health and safety, including personal safety.</p> <p>B-2: Understanding of programs and regulatory basis</p> <p>B-3: Ability to perform basic inspections, at most basic or common facilities in inventory, e.g. auto repair, dry cleaners, etc.</p> <p>B-4: Understanding of basic principles and collection of evidence</p> <p>B-5: Understanding of basic requirements for documentation, file construction, elements and classification of violations, entry and basic enforcement requirements.</p>
<p>Specialty Knowledge and Skills</p>	<p>None</p>

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: BASIC							
	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
Training	General Site Worker (HAZWOPER-24, 40 hr or agency specific requirement)		X		CCR Sec 5192		
	Injury/Illness Prevention/Hazard Communication	Annual	X		CCR Title 8, Sec 3203/51 94		
	Respirator Training (For field staff required to wear respirators)	Initial	X		CCR Title 8, Sec 5144		
	Statutory and Regulatory Overview (Typically includes, but is not limited to, historical program perspective and state, local, and federal law. Content is driven by the programs the jurisdiction implements.)		X		CCR Sec 15260		
	Administrative Overview (Typically includes, but is not limited to, structure of unified program, goals and objectives of the UP, what programs are intended to do, agency relationships, and administrative elements such as self audits and CUPA Annual Reports.)		X		CCR Sec 15260		

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: BASIC							
	Topic	Fre-quency	Method		Required by law	Recom-mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	<p>General Inspection Guidelines</p> <p>(Typically includes, but is not limited to, agency policies; right of entry; documentation, including photographs; inspection report writing; and return to compliance.)</p>						
	<p>Enforcement</p> <p>(Typically includes, but is not limited to, include topics formal and informal enforcement; who we interact with; how to make a referral; civil, criminal, administrative enforcement; enforcement within the context of program elements; and basic evidence review and chain of custody.</p>		X		CCR Sec 15260		
	<p>Basic Laboratory Analysis and Sampling</p>						

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: BASIC							
	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Basic Toxicology (related to industry being inspected)					X	
	Basic Chemistry Refresher					X	
	Industry-Specific Training (including “ride alongs” and OJT) (Dependent on the jurisdiction and types of industries within the jurisdiction, e.g., vehicle repair and maintenance; dry cleaners; plating; refineries; printing operations)		X	X		X	
Certifications	HAZWOPER						
Time In Service							

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: INTERMEDIATE

Basic Entry Requirements	Demonstrated proficiency of Basic Core Knowledge and Skills						
	Certifications: HAZWOPER						
Core Knowledge and Skills	<p>I-1: Ability to perform inspections at more complex facilities</p> <p>I-2: Problem solving skills that enable dealing with more complex situations, based on training, experience, and science</p> <p>I-3: Ability to read and understand a lab report</p> <p>I-4: Ability to develop an enforcement case</p> <p>I-5: Ability to train new employees on basic inspections</p> <p>I-6: Ability to deal with difficult people</p>						
Specialty Knowledge and Skills							
Training	Topic	Fre-quency	Method		Required by law	Recom-mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Health and Safety Refresher (8 hr) (HAZWOPER)	Annual	X		CCR Title 8 Sec 5192		
Respirator Refresher (for field staff required to wear respirators)	Annual	X		CCR Title 8, Sec 5144			

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: INTERMEDIATE

	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Injury/Illness Prevention/Hazard Communication	Annual	X		CCR Title 8, Sec 3203/51 94		
	Intermediate application of laws and regulations for applicable program elements						
	Effective Communication (verbal and written)		X				
	Personnel Safety (specific to the agency)		X				
	Enforcement (Typically includes, but is not limited to, case development; rules of evidence; interview techniques; witness testimony; multi-media inspections and enforcement)		X		CCR Sec 15260		
	Beginning Environmental Crimes		X				

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: INTERMEDIATE

	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Sampling and Lab Analysis to include documentation, interpretation of results, application to requirements, field application, etc.						
	Chemistry						
	Toxicology						
	Interagency relationships					X	
Certifications	None additional						

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: ADVANCED

Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills						
	Certifications: HAZWOPER						
Core Knowledge and Skills	<p>A-1: Ability to conduct inspections, train employees, and review documents</p> <p>A-2: Ability to conduct single and multi-day inspections for large and complex facilities: refineries, large universities, nuclear power plants</p> <p>A-3: Ability to address most complex enforcement cases</p> <p>A-4: Participation in Unified Program Technical Advisory Group (TAG)</p> <p>A-5: Ability to provide program guidance to regulatory staff and regulated community</p>						
Specialty Knowledge and Skills							
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Health and Safety Refresher (8 hr) (HAZWOPER)	Annual	X		CCR Title 8 Sec 5192		
	Respirator Refresher (for field staff required to wear respirators)	Annual	X		CCR Title 8, Sec 5144		
Injury/Illness Prevention/Hazard Communication	Annual	X		CCR Title 8, Sec 3203/5194			

UNIFIED PROGRAM - COMMON TRAINING ELEMENTS

TRAINING CATEGORY: ADVANCED

	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Enforcement (Typically includes, but is not limited to, criminal investigative techniques; elements of a violation (basic); inspection warrant and search warrant support; negotiation techniques; evidence collection; administrative enforcement orders)		X		CCR Sec 15260	X	
	“Train the Trainer”		X				
	Advanced topics within the specific program elements.						
Certifications	None additional						

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

The Hazardous Material Management Plans and Hazardous Material Inventory Statements (HMMP/HMIS) are tied directly to the Hazardous Materials Release Response Plans and Inventories (Business Plans) Program. Information for the HMMP/HMIS are reflected in this section of the document.

TRAINING CATEGORY: BASIC							
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)						
Core Knowledge and Skills	B-1: Understanding of the spill release reporting requirements B-2: Understanding of applicability elements of a business plan, including applicability for agricultural handlers B-3: Understanding of the required forms pursuant to H&SC 6.95, Title 19 and Title 27 B-4: Understanding of the minimum standards for Hazardous Materials Business Plans (HMBP) B-5: Understanding the enforcement and statutory penalties in Chapter 6.95, Article I						
Specialty Knowledge and Skills	None						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Business Plans						

**HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND
INVENTORIES (BUSINESS PLANS)**

TRAINING CATEGORY: BASIC

Certifications	
Time In Service	

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HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

TRAINING CATEGORY: INTERMEDIATE

Basic Entry Requirements	Demonstrated proficiency of Basic Core Knowledge and Skills						
	Certifications:						
Core Knowledge and Skills	<p>I-1: Understanding of the exemptions under Health and Safety Code and Title 19</p> <p>I-2: Understanding of the definitions of hazardous materials and hazardous substances and possesses the ability to make the decision that the chemical is reportable in the HMBP</p> <p>I-3: Understanding of how mixtures and solutions are to be reported</p> <p>I-4: Understanding of the requirements for and the elements of the Area plan</p> <p>I-5: Understanding of how the Emergency Planning and Community Right-to-Know Act (EPCRA) as it relates to the Business Plan program</p> <p>I-6: Understanding and implementation of the graduated enforcement steps for HMBP violations (NOV, AEO, Civil action, etc.)</p>						
Specialty Knowledge and Skills	None						
Training	Topic	Fre-quency	Method		Required by law	Recom-mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			

**HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND
INVENTORIES (BUSINESS PLANS)**

TRAINING CATEGORY: INTERMEDIATE

Certifications	
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HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

TRAINING CATEGORY: ADVANCED							
Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills						
	Certifications:						
Core Knowledge and Skills	A-1: Develop and implement the Area Plans						
Specialty Knowledge and Skills							
Training	Topic	Fre-quency	Method		Required by law	Recom-mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			

**HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND
INVENTORIES (BUSINESS PLANS)**

TRAINING CATEGORY: ADVANCED

Certifications	None additional
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CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

TRAINING CATEGORY: BASIC							
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)						
Core Knowledge and Skills	B-1: Understand the general requirements of the Cal ARP program, including the definition of covered process and other requirements B-2: General understanding of the components of a Risk Management Plan, including submission requirements B-3 Understanding the enforcement and statutory penalties in Chapter 6.95, Article II						
Specialty Knowledge and Skills	None						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	CalARP/AB 3205						

TRAINING CATEGORY: BASIC

Certifications	
Time In Service	

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CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

TRAINING CATEGORY: INTERMEDIATE

Basic Entry Requirements	Demonstrated proficiency of Basic Core Knowledge and Skills						
	Certifications:						
Core Knowledge and Skills	<p>I-1: Understanding of the requirements of a UPA/AA to the coordinate with the owner/operator of a stationary source</p> <p>I-2: Ability to perform an Risk Management Plan completeness review</p> <p>I-3: Understanding of release scenarios and off-site consequence analysis</p> <p>I-4: Understanding of toxic endpoints and their application for the CalARP program</p> <p>I-5: Understanding the differences of Hazard Reviews and Process Hazards Analysis and which one should be utilized</p> <p>I-6: Understanding of the elements of a Prevention Program, including the similarities and differences between Program 2 and Program 3 Prevention Programs</p> <p>I-7: Understanding of the Emergency Response Program element of the CalARP program</p> <p>I-8: Understanding and implementation of the graduated enforcement steps for CalARP violations (NOV, AEO, Civil action, etc.)</p> <p>I-9: Understanding of substances regulated under the CalARP program, including threshold determination and exemptions/exclusions</p>						
Specialty Knowledge and Skills	I/S-1: Understanding of common processes regulated under the CalARP program, including but not limited to water treatment (chlorine), ammonia refrigeration processes, and power plants.						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			

TRAINING CATEGORY: INTERMEDIATE

Certifications							

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TRAINING CATEGORY: ADVANCED

Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills						
	Certifications:						
Core Knowledge and Skills	<p>A-1: Ability to perform Risk Management Plan evaluations independently</p> <p>A-2: Understanding of and ability to complete a CalARP Performance Audit, covering the UPA/ AA's CalARP activities for past year</p> <p>A-3: Ability to observe or provide regulatory clarification for a Process Hazard Analysis or Hazard Review</p> <p>A-4: Understanding of common air dispersion models available and possess the ability to review the results.</p> <p>A-5: Understanding of the Local Program Evaluation element of the CalARP program, including dispute resolution.</p>						
Specialty Knowledge and Skills	A/S-1: Understanding of unique CalARP processes, including but not limited to processes at refineries and computer chip manufacturers.						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			

TRAINING CATEGORY: ADVANCED

Certifications	None additional
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UNDERGROUND STORAGE TANK (UST) PROGRAM

TRAINING CATEGORY: BASIC

Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)						
Core Knowledge and Skills	<p>B-1: Understanding of General Provisions of the UST Law and Regulations.</p> <p>B-2: Ability to note compliance or violations for purposes of reporting Significant Operational Compliance (SOC) during a basic UST inspection, and conduct appropriate follow up.</p> <p>B-3: Familiarity with the components and layout of a typical UST system (e.g. gas station).</p> <p>B-4: Understanding of the principles of tank, sump and line testing, and the process for reporting test results.</p> <p>B-5: Familiarity with and ability to assist owners and/or operators with the completion of UST forms including, but not limited to, tank owner Board of Equalization numbers.</p> <p>B-6: Understanding of new and existing tank design, construction and monitoring requirements.</p> <p>B-7: Understanding of storage tank repair and upgrade requirements.</p> <p>B-8: Basic understanding of the red tag enforcement provision.</p> <p>B-9: Understanding of release recording and reporting requirements.</p>						
Specialty Knowledge and Skills	None						
Training	Topic	Fre- quency	Method		Required by law	Recom- mende d by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	UST Inspection				H&SC, Ch. 6.7, Sec. 25284.1(a)(4)(A)(i); 23 CCR, Sec. 2715(j) Reference d in 27 CCR Sec 15260		

TRAINING CATEGORY: BASIC

Certifications	International Council Code (ICC) California UST Inspector Certification
Time In Service	6 months

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UNDERGROUND STORAGE TANK (UST) PROGRAM

TRAINING CATEGORY: INTERMEDIATE

Basic Entry Requirements	Demonstrated proficiency of UST Basic Core Knowledge and Skills.						
	Certifications: International Council Code (ICC) California UST Inspector Certification						
Core Knowledge and Skills	<p>I-1: Ability to handle basic competencies independently and conduct more complex inspections.</p> <p>I-2: Ability to perform an inspection of an UST installation, repair, upgrade, and/or closure including directing the collection of soil samples.</p> <p>I-3: Ability to inspect new tank systems installed on or after July 1, 2004.</p> <p>I-4: Ability to determine which penalties apply in an UST enforcement action.</p> <p>I-5: Ability to independently prepare enforcement actions for violations of the UST Program requirements including, but not limited to, the Red Tag enforcement process.</p>						
Specialty Knowledge and Skills							
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	UST Installation Workshop						
	California UST Inspector Certification - Continuing Education	Every 24 mont hs			23 CCR, Sec 2715(j)		

TRAINING CATEGORY: INTERMEDIATE

Certifications	None additional
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UNDERGROUND STORAGE TANK (UST) PROGRAM

TRAINING CATEGORY: ADVANCED

Basic Entry Requirements	Demonstrated proficiency of UST Intermediate Core Knowledge and Skills						
	Certifications: No additional						
Core Knowledge and Skills	<p>A-1: Ability to provide OJT and guidance to others.</p> <p>A-2: Review and approve plans for UST installation or modification of existing components</p> <p>A3: Ability to process a request for a site-specific variance from specified design or construction requirements.</p> <p>A-4: Ability to independently follow-up on non-compliance of enforcement actions issued for violations of the UST Program requirements, including, but not limited to the Red Tag enforcement process.</p>						
Specialty Knowledge and Skills							
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Advanced UST Inspector Training					X	
	California UST Inspector Certification - Continuing Education	Every 24 mos			CCR Title 23, Sec 2715		

TRAINING CATEGORY: ADVANCED

Certifications	None additional
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TRAINING CATEGORY: BASIC

<p>Basic Entry Requirements</p>	<p>See Basic Entry Requirements in Common Elements Matrix</p>
<p>Core Knowledge and Skills</p>	<p>B-1: Understanding of the history, purpose and administration of the California APSA.</p> <p>B-2: Understanding of the Federal Spill Prevention Control and Countermeasure (SPCC) Plan regulations (40 CFR 112 <i>et. seq.</i>).</p> <p>B-3: Understanding how the APSA program applies to types of facilities and equipment.</p> <p>B-4: Understanding of APSA exempt tanks.</p> <p>B-5: Understanding of all types of regulated facilities including qualified, non-qualified and conditionally exempt facilities.</p> <p>B-6: Understanding of the basic requirements for preparing and implementing SPCC Plans.</p> <p>B-7: Understanding the major health and safety hazards associated with APSA inspections and relevant safety-related equipment.</p> <p>B-8: Ability to perform a detailed APSA inspection at a simple APSA facility (i.e. a one-tank facility), or perform a cursory inspection at a site with less than 10,000 gallons of petroleum (ex. PCC Plan verification).</p> <p>B-9: Ability to process annual Tank Facility Statements.</p> <p>B-10: Ability to define APSA and SPCC terms and concepts including, but not limited to:</p> <ul style="list-style-type: none"> • Reportable discharge, • Environmental equivalence, • Sized secondary containment, • General containment, • Freeboard, • Impervious, • Active measures, • Passive measures, • Facility drainage, • Discharge controls, and

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: BASIC							
	<ul style="list-style-type: none"> Impracticability determination. <p>B-11: Ability to identify and classify violations and demonstrate a basic understanding of UPA's associated penalty amounts for APSA violations.</p>						
Specialty Knowledge and Skills	None						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	APSA Training Course (Cal/EPA)	1 time only	X		CA Health & Safety Code Ch. 6.67 §25270.5 (c)	X	B-1 through B-11
	1 Day Webinar SPCC Training Class (if available)	1 time only	X			X	B-2, B-5, B-6, B-10
	APSA Tank Facility Tour (CUPA Conference)	1 time only	X			X	B-3, B-6, B-8
Fire Code Requirements for ASTs (Course at CUPA Conference)	1 time only	X			X	B-7	
Certifications	APSA Inspector Examination Certificate						
Time In Service							

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: INTERMEDIATE

<p>Basic Entry Requirements</p>	<p>Demonstrated proficiency of APSA Basic Core Knowledge and Skills</p>
<p>Core Knowledge and Skills</p>	<p>Certifications: APSA Inspector Examination Certificate</p> <p>I-1: Ability to perform detailed inspections at complex APSA facilities (i.e. tank facilities with field-constructed tanks, 10,000 gallon and greater multi-tank facilities, etc.).</p> <p>I-2: In depth understanding of the requirements and application of APSA and SPCC regulations including, but not limited to:</p> <ul style="list-style-type: none"> • Transportation vs. Non-Transportation, • “Reportable Discharge History,” • “Environmental Equivalence,” • “Sized” and “General” Secondary Containment, • Key terms (i.e. Freeboard, Impervious, Active and Passive Measures, Facility Drainage and Discharge Controls), • “Impracticability” determinations and associated requirements, and • Required “Inspections, Evaluations and Tests” conducted by the facilities. <p>I-3: Understanding of Industry Inspection and Testing Standards.</p> <p>I-4: Understanding of the spill reporting requirements for petroleum.</p> <p>I-5: Understanding of the State and Regional Water Boards’ roles and responsibilities concerning the cleanup or abatement of releases at a tank facility, including the necessary coordination between the UPA and the State/Regional Water Boards.</p> <p>I-6: Ability to prepare an enforcement case for APSA violations.</p>
<p>Specialty Knowledge and Skills</p>	<p>None</p>

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: INTERMEDIATE

	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
Training	Flammable Liquid Aboveground Storage Tank Workshop (Course at CUPA Conference)	1 time only	X			X	I-3
	APSA Workgroup (Course at CUPA Conference)	Varies – different topics each year	X			X	I-5, I-6
	APSA Training Course Refresher	Varies – different topics each year	X			X	I-2, I-3, I-4
	APSA Refresher Training	Annua lly	X			X	I-1 through I-6
	SPCC Plans: Components and Review	1 time only	X			X	I-2
	Integrity Testing	1 time only	X			X	I-2, I-3
	Certifications	None additional					

TRAINING CATEGORY: ADVANCED

<p>Basic Entry Requirements</p>	<p>Demonstrated proficiency of APSA Intermediate Core Knowledge and Skills</p>
<p>Core Knowledge and Skills</p>	<p>Certifications: None additional</p> <p>A-1: Ability to make a determination that installation of secondary containment at an exempted tank facility is required.</p> <p>A-2: Ability to inspect facilities with oil spill contingency plans using environmental equivalence measures for compliance.</p> <p>A-3: Ability to provide classroom and on-the-job training for new inspectors on various complex topics including, but not limited to:</p> <ul style="list-style-type: none"> • Reportable discharge, • Environmental equivalence, • Sized secondary containment, • General containment, • Freeboard, • Impervious, • Active measures, • Passive measures, • Facility drainage, • Discharge controls, • Impracticability determination, • Spill reporting requirements for petroleum, • Transportation vs. non-transportation-related facilities, and • Roles and responsibilities regarding cleanup and abatement of releases. <p>A-4: Detailed knowledge and familiarity with various industry inspection and testing standards for different types of tanks (API 653, STI SP001, etc.)</p>
<p>Specialty Knowledge and Skills</p>	<p>A/S-1: Ability to inspect complex oil refinery facilities and other special facilities</p> <p>A/S-2: Ability to inspect complex marina and harbor facilities.</p>

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: ADVANCED							
	Topic	Frequency	Method		Required by law	Recommended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
Training	APSA Workgroup (Course at CUPA Conference)	Varies – different topics each year	X			X	A-4
Certifications	None additional						

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: BASIC

Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)						
Core Knowledge and Skills	<p>B-1: Understanding of basic generator requirements, including</p> <p style="padding-left: 40px;">B-1.1: large generators.</p> <p style="padding-left: 40px;">B-1.2: hazardous waste container standards.</p> <p style="padding-left: 40px;">B-1.3: hazardous waste labeling standards.</p> <p style="padding-left: 40px;">B-1.4: accumulation time.</p> <p>B-2: Knowledge of universal waste rules.</p>						
Specialty Knowledge and Skills	<p>B/S-1: Identification of potential release/spill of hazardous materials/wastes to the environment.</p> <p>B/S-2 : Ability to initiate enforcement actions.</p> <p>B/S-3: Familiarity with the enforcement process.</p>						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
	Course		OJT				
	Federal and state statutes and regulations on hazardous waste control				CCR, Title 27, Sec 15260		
Hazardous Waste Inspector							

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: BASIC							
	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Hazardous Waste Treatment/Tiered Permitting						
	Pollution Prevention/SB 14						
	Release/Spill Identification						
Certifications							
Time In Service							

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: INTERMEDIATE

<p>Basic Entry Requirements</p>	<p>Demonstrated proficiency of Basic Core Knowledge and Skills. Experience as a Lead Inspector.</p>
	<p>Certifications: N/A</p>
<p>Core Knowledge and Skills</p>	<p>I-1: Understanding of waste determination. I-2: Understanding of hazardous waste tank standards. I-3: Understanding of recycling standards. I-4: Understanding of hazardous waste classifications. I-5: Ability to read and understand a lab analysis. I-6: Understanding of industrial treatment processes. I-7: Understanding of air emissions standards. I-8: Understanding of land disposal restrictions.</p>
<p>Specialty Knowledge and Skills</p>	<p>I/S-1: Familiarity with complex facilities, which may include: I/S-1.1: bio tech inspections. I/S-1.2: metal finishing inspections. I/S-1.3: refineries. I/S-1.4: plating shop inspections. I/S-2: Greater familiarity with enforcement cases, including: I/S-2.1: rules and evidence. I/S-2.2: chain of custody.</p>

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: INTERMEDIATE

	I/S-2.3: photography.						
	I/S-3: Knowledge of sampling protocol.						
	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
Training	Hazardous Waste classification				CCR, Title 27, Sec 15260		
	Hazardous Waste Tanks						
	Recycling Laws						
	Medical Waste Generators						
Certifications	N/A						

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: ADVANCED

Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills
	Certifications: N/A
Core Knowledge and Skills	<p>A-1: Ability to complete plan checks</p> <p>A-2: Understanding of permit by rule hazardous waste treatments, and can inspect a PBR unit/site.</p> <p>A-3: Understanding of air emission requirements.</p> <p>A-4: Understanding of disposal restrictions.</p> <p>A-5: Understanding of financial responsibility and assurance.</p> <p>A-6: Understanding of complex sampling tasks, including tanks and containers..</p> <p>A-7: Familiarity with SW 846 protocols and understanding of how to read SW 846.</p> <p>A-8: Understanding of aquatic toxicity.</p> <p>A-9: Ability to conduct witness interviews.</p> <p>A-10: Ability to review and oversee facility closure.</p>
Specialty Knowledge and Skills	<p>A/S-1: Proficiency with complex facilities, including:</p> <ul style="list-style-type: none"> A/S-1.1: bio tech inspections. A/S-1.2: metal finishing inspections. A/S-1.3: refineries. A/S-1.4: plating shop inspections. <p>A/S-2: Corrective Action case management proficiency for site assessment and mitigation of potential hazardous materials releases.</p>

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: ADVANCED							
	A/S-3: Proficiency with administrative enforcement orders. A/S-4: Proficiency with inspections and search warrants. A/S-5: Proficiency with evidence collection.						
Training	Topic	Fre- quency	Method		Required by law	Recom- mended by UPAAG	Core/specialty knowledge and skills addressed
			Course	OJT			
	Advanced RCRA Requirements						
	Financial Assurance for Tiered Permitting						
	Site Assessment and Mitigation						
Certifications	N/A						

**CALIFORNIA FIRE CODE/HAZARDOUS MATERIAL MANAGEMENT PLANS
AND HAZARDOUS MATERIAL INVENTORY STATEMENTS (HMMP/HMIS)**

The HMMP and HMIS are tied directly to the Hazardous Materials Release Response Plans and Inventories (Business Plans) Program. Information for the HMMP/HMIS are reflected in the Business Plans section of this document.

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APPENDIX B – SAMPLE INDIVIDUAL DEVELOPMENT PLAN

DEPARTMENT OF ENVIRONMENTAL HEALTH

PERSONAL TRAINING PLAN

Fiscal Year 2010-2011

Employee Name: _____

Employee Title: Environmental Health Specialist III

Date Prepared: _____



A. Directed Training: Directed training is training required of all DEH or Division staff to be completed during the current fiscal year. Directed training is designed to ensure job performance standards are maintained and/or to strengthen specific skills. Directed training is considered to be performance based. Examples of directed training include respiratory training, diversity training, health & safety training, etc.

Blood Borne Pathogen Training	annual
CPR / First Aid Training	4-8 hours / 2 years
CUPA Quarterly Training (Unified Program Elements)	30 hours
Diversity Training	biennially
GMS Update	2 hours total per year
Health & Safety (Hazwoper)	8 hours
IIPP - Injury/Illness Prevention	2 hours
McCoy's RCRA 3-day training	24 hours
Respirator Training	2 hours – fit test and online training
Storm water Training	annually
UST Training	16 hours / 2 years
Work Safe Stay Healthy	1 topic / month
Other training as mandated by Department	

B. Individual Training/conference selection: Individual training is training selected by the employee with approval of the Supervisor and Chief. Individual training is designed to assist the employee in obtaining personal and professional goals. Personal and professional goals can be related to improving technical proficiency, preparing for advancement, and obtaining professional licenses or certifications. Examples of individual training include REHS cross training, supervision or management classes, college classes towards a degree or advanced degree, computer classes, etc. This space is also designated for employee conference selection. Please note that conference and / or training is not guaranteed and requires prior approval.

Individual training other than conferences:

Possible conferences - Rank in order of preference (1,2,3...)

- ___ CUPA Conference, Jan.31 – Feb.3, 2011 Garden Grove, CA www.calcupa.net/conference/default.asp
- ___ CHMIA, March 2011, Shell Beach, CA www.chmia.com/
- ___ IEA Conference, Oct 20–21, 2010, San Diego, CA www.ieasdc.org/conference-2010-1/
- ___ CEHA Symposium, April 19-21, 2011, Ventura Beach, CA www.ceha.org/events
- (Educational leave only)
- ___ WSPPN, October 27-28, 2010, San Diego, CA <http://wsppn.org/>

APPENDIX B – SAMPLE INDIVIDUAL DEVELOPMENT PLAN

- ___ Cal/EPA. Environmental Enforcement Symposium not scheduled since cancelled 2009
- ___ 40-hr CSTI Tech 1A (Basic Chemistry) class with a focus on how it applies during an inspection, January 11, 18, 25 & Feb 1 & 8, 2011, San Diego. Staff may take as a conference option or if they want to take in addition to a conference option, may attend using vacation time or by flexing schedule.
 Check here if you will take vacation or flex schedule to attend this training
- ___ Biowatch Workshop (Vent & Long only)
- ___ Continuing Challenge (ER staff only)
- _____
- _____

C. Additional Training Required for an EHS III

Excel	8 hours (one time)
Access	8 hours (one time)
Advanced Word	8 hours (one time)
Power Point	8 hours (one time)

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Chief Signature: _____	Date: _____

BELOW IS A PARTIAL LIST OF USEFUL INFORMATION / REFERENCES AVAILABLE FOR DETERMINING INDIVIDUAL TRAINING SELECTIONS. PLEASE CONDUCT RESEARCH FOR OTHER, SPECIFIC INDIVIDUAL TRAINING NEEDS.

ADDITIONAL RESOURCES FOR INDIVIDUAL TRAINING:

Registered Environmental Health Specialist Training - www.dhs.ca.gov/ps/ddwem/environmental/REHS/default.htm
 (hours required depending on evaluation)

Computer Training (hours vary depending on class) – Once your training plan is approved, please register for these classes through the Learning Management System (LMS).

- ☞ Department of Human Resources - <http://cww.co.san-diego.ca.us/dhr/TRNG/index.html> to see what they offer, but register for class through LMS
- ☞ Learnsoft - register through LMS
- ☞ San Diego Regional Training Center (RTC) - <http://www.sdrtc.org/> to see what they offer, but register for class through LMS

Other – Once your training plan is approved, Linda Schweitzer will make arrangements for you to attend any of the classes offered through these companies. Please attach background information to your training plan.

- ☞ Career Track Seminars www.careertrack.com/
- ☞ Skill Path Seminars www.skillpath.com/
- ☞ Fred Pryor Seminars www.pryor.com/

APPENDIX C – SAMPLE CUPA EMPLOYEE TRAINING MATRIX



SAN BERNARDINO CO. FIRE DEPT., OFM - HAZARDOUS MATERIALS DIVISION
CUPA Employee Training

TRAINING	# CLASS HOURS	CLASS FREQUENCY	STAFF JOB CLASSIFICATION	DEPT. MANDATED	REGULATORY MANDATE	COMMENTS
New Employee Orientation	8	One time	All Staff	Yes		Mandated and provided in-house by the Fire Department admin and specific unit.
Field Services Overview	4	One time	All Staff	Yes		Provided by Unit Supervisor
Customer Service Training	4	One time And as directed	All Staff	Yes		Mandated and provided by the County; admin staff; includes phones, filing, etc.
24-32-40 Hour Health & Safety Training	24-40	One time	All Environmental Health Specialists	Yes	CFR 29	Does not include respiratory training.
Administrative Overview (classroom training)	4	One time	All Environmental Health Specialists	Yes	CUPA	Review administrative aspects (i.e. TLRs, OFM policies, etc.)
Regulatory Overview (classroom training)	8	One time	All Environmental Health Specialists	Yes	CUPA	Review Federal, State, and local Laws & Regulations. Emphasis on Hazardous Waste Control Laws. Hazardous waste classification; includes use of the computer to get information.
Inspection Preparation Class (classroom training)	4	One time	All Environmental Health Specialists	Yes	CUPA	How to fill out an inspection report, and all associated paperwork; does not include field training time
Vehicle Repair & Maintenance (classroom training)	4	One time	All Environmental Health Specialists	Yes	CUPA	Included in staff meeting; includes maintenance checklist, snow chain application, etc.
Field training (See attached plan)	160 hours	Ongoing	All Environmental Health Specialists	Yes	CUPA	Includes prep, file review, computer review, process recording, report writing, N.O.V's, etc.

Business Plan Review	16-40	Ongoing	All Environmental Health Specialists	Yes	CUPA	Includes 16 hours of classroom/ computer lab training and continued fieldwork. Follows 16-24 hours of FRA/FRO
Tech IA-ID	160	One time	Interested Environmental Health Specialists	No	CUPA	Must have worked for at least 1 year and be interested in first responder. Highly recommended.
CALARP (classroom training)	16	One time	All Environmental Health Specialists	Yes	CUPA	How to conduct a simple or complex inspection/ audit.
Tiered Permitting Training (classroom training)	8	One time	All Environmental Health Specialists	Yes	CUPA	How to conduct an inspection of tiered permitting facilities, review tiered permitting notifications. (Notebook supplied)
Enforcement (classroom training)	8	One time	All Environmental Health Specialists	Yes	CUPA	How to prepare an enforcement case.
Waste Classification Training	8	One time	All Environmental Health Specialists	Yes	CUPA	Supplied during CUPA Conference or by DTSC/FedEPA
Envision Training	16-24 classroom	Ongoing	All Staff	Yes		Classes given as progression of system advances.
Cardiopulmonary Resuscitation Training (CPR)	4-16	Initial and refreshers	All Staff	Yes		
UST Inspector Re-Certification and Classroom Training	40	Bi-annual	All certified UST inspectors	Yes	Title 23	Preparation for Recertification Exam.
UST Inspector Certification (Field Training)	160	On-going	All field staff (by 6/07)	Yes	Title 23	Preparation for state mandated exam, proficiency in UST operation, monitoring, and construction.
LOP Site Remediation classroom/field training	24-40	Annual	All LOP/Site Remediation Staff	No		Proficiency Maintenance



SAN BERNARDINO CO. FIRE DEPT., OFM - HAZARDOUS MATERIALS DIVISION
ADMINISTRATIVE AND EMPLOYEE DEVELOPMENT TRAINING

TRAINING	# CLASS HOURS	CLASS FREQUENCY	STAFF JOB CLASSIFICATION	DEPT. MANDATED	REGULATORY MANDATE	COMMENTS
Customer Service training (New employee's)	8	One time	All HMD staff	Yes		Supplied by staff.
Dealing with Difficult People	4	As needed	All HMD staff	No		Supplied by County.
Computer Training	Varies	As needed	All HMD staff	Yes		Windows, Word, Access, Excel, PowerPoint, etc., training provided at varying levels.
IIPP - Injury/Illness Prevention	4-8 hrs	Annually	All HMD staff	Yes	CCR Title 8 Section 3203	Supplied by Risk Management.
Registered Environmental Health Specialist Training	Varies Up to 600 hours	As needed	Environmental Health Specialists	Yes as Dept. requirement.		Supplied by staff.
Progressive Discipline	8	One time	Supervising Environmental Health Specialists	No		Supplied by County.
Interactive Management	8	One time	Supervising Environmental Health Specialists	No		
Stress Management	4-8	As needed	All HMD staff	No		
Time Management	4-8	As needed	All HMD staff	No		
Telephone Training	1.5	As needed	All HMD staff	No		



SAN BERNARDINO CO. FIRE DEPT., OFM - HAZARDOUS MATERIALS DIVISION
ON-GOING TECHNICAL & PROFESSIONAL TRAINING

TRAINING	# CLASS HOURS	CLASS FREQUENCY	STAFF JOB CLASSIFICATION	DEPT. MANDATED	REGULATORY MANDATE	COMMENTS
8 Hour Annual Health & Safety Refresher Training	8	Annual	All Environmental Health Specialists	Yes	CFR 29 Section 1910.120	Annual Refresher Worker Health & Safety
2 Hour Annual Respirator Refresher Training	2	Annual	Emergency Response Personnel Only	Yes	CCR Title 8	
Cardiopulmonary Resuscitation Training (CPR)	4	Refresher	All Staff	No		
Forms and Procedures	2-4	Refresher	All staff	No		Updates as required.
Blood borne Pathogens training	2	Annual	All Environmental Health Specialists	Yes	CCR Title 8	Included in Health & Safety training.
Criminal Investigative Techniques	8	One time	All Environmental Health Specialists	No		Provided at CUPA Conference or at FLETC (Enforcement Unit attends FLETC)
Annual Air Resources Enforcement Symposium	32	One time	All Environmental Health Specialists	No		Interested Parties Only
California Hazardous Materials Investigators Assoc. annual conference	28	Annual	ER and Enforcement Personnel	No		Enforcement Coordinator and other approved staff will attend annually.
Pollution Prevention/SB14	Varies	One time And as needed	All Environmental Health Specialists	No		Provided by State DTSC and possibly in-house staff. Attendance dependent upon when & where classes are provided.
Monthly HMD Training meetings	1-4	Optional at Staff Meetings	All Environmental Health Specialists	Yes		New program updates provided, specific training provided during these meeting.
Hazardous Waste Tanks	Varies	One time And as needed	All Environmental Health Specialists	No		Provided as needed

Recycling Laws	8	One time And as needed	All Environmental Health Specialists	Yes	CUPA Mandate	Provided by the State DTSC.
Financial Assurance for Tiered Permitting	8	One time And as needed	EHSIII and Supervisors	Yes	CUPA Mandate	Provided by the State DTSC.
CAL-ARP Annual Update	8	Annual	CAL-ARP Specialist	Yes	CUPA Mandate	Provided by the State DTSC.
CUPA to State Reporting Training	8	Annual	Ills (Lead responsibility for each unit	Yes	CUPA Mandate	Provided by the State DTSC.
ANNUAL CUPA CONFERENCE	Varies	As directed	All Staff	No		
Hazardous Waste Inspector Training (Basic)	4	One time And as needed	All Environmental Health Specialists	Yes	CUPA Mandate	Provided by the State DTSC.
Miscellaneous Workshop & Public Hearings	Varies	As needed	All Environmental Health Specialists	Yes		Provided by the State DTSC, FedEPA, CalEPA, etc.

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SAN BERNARDINO CO. FIRE DEPT., OFM - HAZARDOUS MATERIALS DIVISION
 STAFF TRAINING - HEALTH AND SAFETY / EMERGENCY RESPONSE

TRAINING	# CLASS HOURS	CLASS FREQUENCY	STAFF JOB CLASSIFICATION	DEPT. MANDATED	REGULATORY MANDATE	COMMENTS
Hazardous Waste Operations - Site Cleanup - Initial Health and Safety Orientation	24/8 Field	One time	All Professional Staff	Yes	CRF 29 1910.120 "e" CCR Title 8	"HAZWOPERS" Health & Safety Training for Routine Site Employees (Minimal Exposure)
Hazardous Waste Operation- Site Cleanup: Annual Refresher	8	Annual	All Professional Staff Emergency Response Staff	Yes	Section S192 CFR 29 1910.120 "e"	Annual Refresher Worker Health and Safety
Emergency Response Haz Mat - Initial	160 State Certified Technician	One time	Emergency Response Staff	Yes	CFR 29 1910.120 (q)	160 Hour course (State Certification) includes Haz Mat Technician and Haz Mat Specialist as defined in 29 CRF 1910.120
Emergency Response Upgrade	80 State Certified Specialist	One time	Emergency Response Staff	Yes		80 Hours Specialist - State Certification & Certification as a State Haz Mat Instructor for Training Officer.
Emergency Response Haz Mat Annual Refresher	8 (Minimum) 80 Hours	Annual	Emergency Response Staff	Yes	CRF 29 1910.120 (q)	ER Annual Refresher may be more than 8 hours. Satisfies requirements in 29 CFR 1910.120 + Monthly & Quarterly call back drills.
Incident Commander - Scene Manager	24 State Certified Incident Commander	One time	Emergency Response Staff with Field Incident Responsibilities and Supervisor of	Yes	CFR 29 1910.120 (q)	On scene manager required of persons who may assume control beyond first responder awareness

			DEH-HIRT DEH-Supervisor HIRT			level: required of staff who control scene of chemical emergency following requirements established by state. CSTI or State Fire Marshall equivalent.
Hazardous waste operations - Site cleanup Health and Safety Supervisors / Managers	8	One time	All Supervisors	Yes	CFR 29 1910.120 "e"	Required for supervisory and/or management employees responsible for routine site work with minimum exposures.
CPR	8 4	Initial Biennial	Emergency response staff and DEH HIRT Supervisor	Yes		
Respiratory Protection	6	Annual	All professional staff who wear respirators	Yes	CCR Title 8 Section 5144	Respiratory protection for field staff who must wear respirators as part of their job.
Waste Hazardous Classification - (All waste streams)	4	One time	All professional staff	Yes	CCR Title 22 & Title 27	Required as part of 100 hours initial regulatory investigation techniques.
Blood Borne Pathogens	4-8	Annual	Emergency Response Staff and Supervisors. All professional staff.	Yes	CCR 5593 Title 8 Section 5193	
Ergonomic Health/Safety	4	One time and as needed	All professional staff	Yes	CCR 5593 Title 8 Section 5110	
Injury/Illness Prevention	4-8 + Annual refresher	Annual	All professional staff	Yes	CCR Title 8 Section 3203	
Radiological Monitoring Safety	16-24	One time	Emergency response staff	Yes	29 CFR 1910.120	Trains response staff in the use of radiological

						monitoring devices.
Confined Space Entry Awareness	8 - 24	One time	ER Staff & Selected professional staff	No	Calif H&S Code Title 8, Section 5156	Safety & Health Safety issues addressed for Emergency response in confined spaces.
Asbestos Awareness	8 Minimum	One time	ER Staff & selected professional staff	Yes	Calif Health & Safety Title 8, Section 5208	

TRAINING	# CLASS HOURS	CLASS FREQUENCY	STAFF JOB CLASSIFICATION	DEPT. MANDATED	REGULATORY MANDATE	COMMENTS
Household Hazardous Waste Program Orientation	16	One time	All Household Hazardous Waste Staff	Yes		Provided by HHW Program Staff. Includes all general office, administrative general workplace and equipment operations and safety, respiratory protection, hearing protection
Household Hazardous Waste Program Overview	80	One time	All HHW Staff and All Hazmat Division Staff	Yes		Provided by HHW Staff. Includes all aspects of specified areas of HHW operations (waste management, CESQG, Disposals, Materials Exchange, Facility Inspections, etc.)
Household Hazardous Waste Operations-initial	32	One time	All HHW and Hazmat Division staff to be working HHW Program elements	Yes	29 CFR; 8CCR5192	Provided by HHW Program. Formal 40 hr. HAZWOPER training may substitute, per approval of HHW Supervisor. Includes 8 hour DOT, in depth waste management, Toxicology, Haz Com and Haz Waste Workplace Safety principles, explosive recognition, etc.

Household Hazardous Waste Operations-refresher	8	Annually	All HHW and Hazmat Division staff to be working HHW Program elements	Yes	29 CFR; 8CCR5192	Provided by HHW Program
Forklift and Attachment Operations and Safety	8	One time initially, refresher every 3 years thereafter	All HHW staff and Hazmat Division staff as requested and approved.	Yes	8CCR3650	Provided by HHW Program.
Field Haz Waste Identification Class	8	One time initially, every 1-3 years as available thereafter	All HHW staff to categorize waste and non-HHW Hazmat Division staff as approved.	Yes		Provided by CSTI
CSTI Haz Mat Technician 1A-1D	160	One time	All HHW professional staff and Tech IIIs; non-HHW Hazmat Division staff as approved	Yes		Provided by CSTI
Fire Extinguisher Use	2	Every 3 years as available	All HHW staff and Hazmat Division staff as requested and approved.	Yes		Provided by County Fire Department Staff
General Safety Training-Variou Topics	Varies	One time as needed	All HHW Staff	Yes		Provided by HHW Program. Includes staff training on new equipment, administrative procedures, and safety procedures.

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APPENDIX D - CUPA INSPECTOR TRAINING STATUTES & REGULATIONS

Statute and Regulations for Training Framework Appendix

1. **CUPA Education, Technical Expertise, and Training Regulations (Title 27, Section 15260 & 15270 CA Code of Regulations)**⁴

§15260. CUPA – Education, Technical Expertise, and Training

(a)(1) CUPAs shall meet the following minimum qualifications:

(A) CUPA technical program staff and supervisors who are involved in specific activities associated with oversight of the local Unified Program requirements must meet the following minimum educational requirements:

(i) Thirty semester units earned from an accredited college or institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b), from one or more of the following disciplines: (aa) Biology or microbiology, (bb) Chemistry, chemical engineering, (cc) Physics, physical science, (dd) Environmental science, (ee) Geology or soil science, (ff) Environmental health, (gg) Environmental or sanitary engineering, (hh) Toxicology, (ii) Industrial hygiene, (jj) Hazardous materials management; (kk) Fire science, fire technology;

- OR -

(ii) Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94301(b) with major course work in the disciplines listed in paragraph (a)(1)(A)(i);

- OR -

(iii) Qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education, on the basis of one year of qualifying experience for 15 units of college course work authorized pursuant to paragraph (a)(1)(A)(i), for up to a maximum of 15 units.

(B) CUPA technical program staff and supervisors who are involved in specific activities associated with oversight of the local Unified Program requirements shall meet minimum hours of training or experience requirements contained in subdivision (d)(3)(B) of this section, for all the following subject areas:

(i) Regulatory overview; (ii) Classification, identification, and chemistry of hazardous materials and hazardous waste; (iii) Health and environmental effects of hazardous substances, including chemical exposure and route of entry; (iv) Sampling methodologies

⁴ Source - [Cal/EPA website](#)

and use of instrumentation for detection and sampling of hazardous substances; (v) Conducting inspections and enforcement actions, and writing inspection reports and notice of violation; (vi) Interviewing, case development, and collection and preservation of evidence.

(b) One or more CUPA technical staff or supervisors, as needed to effectively meet the requirements of paragraphs (a)(1)(A) and (a)(1)(B), shall meet the requirements of subdivision (d) of this section.

(c) Technical staff and supervisors of the CUPA and PAs shall receive training in the following areas:

(1) Hazardous materials and hazardous waste permitting, inspection and enforcement duties and responsibilities pursuant to state law and regulation, and to local ordinances and resolutions; (2) Inspection techniques and scheduling, including evidence collection, chain of custody, sample preservation, and interviewing; (3) Administration practices within a hazardous materials and hazardous waste program; (4) Monitoring equipment, data evaluation, and interpretation of the results as related to hazardous materials and hazardous waste analysis; and (5) Field staff health and safety training including: planning field inspections, safety equipment, on-site procedures, decontamination and hazard recognition and avoidance.

(d)(1) Education Requirements:

(A) Equivalent to graduation from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code section 94310(b) with major coursework in biological, chemical, physical, environmental or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene; or a related field. Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved as above; or

(B) Registration as an Environmental Health Specialist may be substituted for the required education.

(2) Participating staff shall have a minimum of one year experience in conducting hazardous materials or hazardous waste regulatory compliance inspections.

(3) Staff issuing enforcement orders shall complete the following minimum training:

(A) Health and safety training as specified in section 5192(e) title 8, California Code of Regulations;

(B) 100 hours of training in regulatory investigative techniques including training in the following subjects:

(i) Federal and state statutes and regulations on hazardous waste control; (ii) Conducting an inspection; (iii) Waste classification; (iv) Inspection report writing; (v)

Collection and preservation of samples; (vi) Enforcement response options; (vii) Writing reports of violation; (viii) Interviewing; (ix) Case development; (x) Collection and preservation of evidence; (xi) Witness training; and (xii) Rules of evidence and the administrative hearing process.

(C) Twenty-four hours of training in the following additional areas:

(i) Training on penalty assessment and (ii) Negotiation techniques.

(D) It shall be the responsibility of the CUPA to document the training and experience of staff participating in this program.

§15270. PA – Education, Technical Expertise and Training

(a) A PA implementing one or more of the program elements on or before December 31, 1995, shall be considered qualified to implement those specific program element(s).

(b) PA technical staff and supervisors shall meet the ongoing training requirements identified in section 15260(c).

2. Hazardous Waste Operations and Emergency Response (Title 8, Division 1, Chapter 4, Subchapter 7, Group 16, Article 109, Section 5192)⁵

(e) Training.

(1) General.

(A) All employees working on site (such as but not limited to equipment operators, general laborers, and others) exposed to hazardous substances, health hazards, or safety hazards, and their supervisors and management responsible for the site shall receive training meeting the requirements of this subsection before they are permitted to engage in hazardous waste operations that could expose them to hazardous substances, safety, or health hazards, and they shall receive review training as specified in this subsection.

(B) Employees shall not be permitted to participate in or supervise field activities until they have been trained to a level required by their job function and responsibility.

(2) Elements to be covered: The training shall thoroughly cover the following:

(A) Names of personnel and alternates responsible for site safety and health; (B) Safety, health and other hazards present on the site; (C) Use of PPE; (D) Work practices by which the employee can minimize risks from hazards; (E) Safe use of engineering controls and equipment on the site; (F) Medical surveillance requirements including recognition of symptoms and signs which might indicate overexposure to hazards; and (G) Subsections 7. through 10. of the site safety and health plan set forth in subsection (b)(4)(B) of this section.

(3) Initial training.

(A) General site workers (such as equipment operators, general laborers, and supervisory personnel) engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards shall receive a minimum

⁵ Source - [CalOSHA Website](#)

of 40 hours of instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor.

(B) Workers on site only occasionally for a specific limited task (such as, but not limited to, ground water monitoring, land surveying, or geo-physical surveying) and who are unlikely to be exposed over PELs and published exposure levels shall receive a minimum of 24 hours of instruction off the site, and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.

(C) Workers regularly on site who work in areas which have been monitored and fully characterized indicating that exposures are under PELs and published exposure levels where respirators are not necessary, and the characterization indicates that there are no health hazards or the possibility of an emergency developing, shall receive a minimum of 24 hours of instruction off the site and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.

(D) Workers with 24 hours of training who are covered by subsections (e)(3)(B) and (e)(3)(C) of this section, and who become general site workers or who are required to wear respirators, shall have the additional 16 hours and two days of training necessary to total the training specified in subsection (e)(3)(A).

(4) Management and supervisor training: On-site management and supervisors directly responsible for, or who supervise employees engaged in, hazardous waste operations shall receive 40 hours initial training, and three days of supervised field experience (the training may be reduced to 24 hours and one day if the only area of their responsibility is employees covered by subsections (e)(3)(B) and (e)(3)(C)) and at least eight additional hours of specialized hazardous waste operations management training at the time of job assignment on such topics as, but not limited to, the employer's safety and health program and the associated employee training program, PPE program, spill containment program, and health hazard monitoring procedure and techniques.

(5) Qualifications for trainers: Trainers shall be qualified to instruct employees about the subject matter that is being presented in training. Such trainers shall have satisfactorily completed a training program for teaching the subjects they are expected to teach, or they shall have the academic credentials and instructional experience necessary for teaching the subjects. Instructors shall demonstrate competent instructional skills and knowledge of the applicable subject matter.

(6) Training certification: Employees and supervisors that have received and successfully completed the training and field experience specified in subsections (e)(1) through (e)(4) of this section shall be certified by their instructor or the head instructor and trained supervisor as having successfully completed the necessary training. A written certificate shall be given to each person so certified. Any person who has not been so certified or who does not meet the requirements of subsection (e)(9) of this section shall be prohibited from engaging in hazardous waste operations.

(7) Emergency response: Employees who are engaged in responding to hazardous emergency situations at hazardous waste clean-up sites that may expose them to hazardous substances shall be trained in how to respond to such expected emergencies.

(8) Refresher training: Employees specified in subsection (e)(1) of this section, and managers and supervisors specified in subsection (e)(4) of this section, shall receive eight hours of refresher training annually on the items specified in subsection (e)(2) and/or (e)(4) of this section, any critique of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.

(9) Equivalent training: Employers who can show by documentation or certification that an employee's work experience and/or training has resulted in training equivalent to that training required in subsections (e)(1) through (e)(4) of this section shall not be required to provide the initial training requirements of those subsections to such employees. However, certified employees or

employees with equivalent training new to a site shall receive appropriate, site specific training before site entry and have appropriate supervised field experience at the new site. Equivalent training includes any academic training or the training that existing employees might have already received from actual hazardous waste site work experience.

3. Hazard Communication (Title 8, Division 1, Chapter 4, Subchapter 7, Group 16, Article 109, Section 5194)⁶

(h) Employee Information and Training.

(1) Employers shall provide employees with effective information and training on hazardous substances in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. Information and training may relate to general classes of hazardous substances to the extent appropriate and related to reasonably foreseeable exposures of the job.

(2) Information and training shall consist of at least the following topics:

(A) Employees shall be informed of the requirements of this section.

(B) Employees shall be informed of any operations in their work area where hazardous substances are present.

(C) Employees shall be informed of the location and availability of the written hazard communication program, including the list(s) of hazardous substances and material safety data sheets required by this section.

(D) Employees shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous substances when being released, etc.).

(E) Employees shall be trained in the physical and health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

(F) Employees shall be trained in the details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

(G) Employers shall inform employees of the right:

1. To personally receive information regarding hazardous substances to which they may be exposed, according to the provisions of this section;

⁶ Source - [CalOSHA Website](#)

2. For their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed according to provisions of this section;

3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

(3) Whenever the employer receives a new or revised material safety data sheet, such information shall be provided to employees on a timely basis not to exceed 30 days after receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, employee health as compared to those stated on a material safety data sheet previously provided.

4. Respiratory Protection (Title 8, Division 1, Chapter 4, Subchapter 7, Group 16, Article 107, Section 5144)⁷

(k) Training and information. This subsection requires the employer to provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually, and more often if necessary. This subsection also requires the employer to provide the basic information on respirators in Appendix D to employees who wear respirators when not required by this section or by the employer to do so.

(1) The employer shall ensure that each employee can demonstrate knowledge of at least the following: (A) Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator; (B) What the limitations and capabilities of the respirator are; (C) How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions; (D) How to inspect, put on and remove, use, and check the seals of the respirator; (E) What the procedures are for maintenance and storage of the respirator; (F) How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and (G) The general requirements of this section.

(2) The training shall be conducted in a manner that is understandable to the employee.

(3) The employer shall provide the training prior to requiring the employee to use a respirator in the workplace.

(4) An employer who is able to demonstrate that a new employee has received training within the last 12 months that addresses the elements specified in subsection (k)(1)(A) through (G) is not required to repeat such training provided that, as required by subsection (k)(1), the employee can demonstrate knowledge of those element(s). Previous training not repeated initially by the employer must be provided no later than 12 months from the date of the previous training.

(5) Retraining shall be administered annually, and when the following situations occur: (A) Changes in the workplace or the type of respirator render previous training obsolete; (B) Inadequacies in the employee's knowledge or use of the respirator indicate that the employee

⁷ Source - [CalOSHA Website](#)

has not retained the requisite understanding or skill; or (C) Any other situation arises in which retraining appears necessary to ensure safe respirator use.

(6) The basic advisory information on respirators, as presented in Appendix D, shall be provided by the employer in any written or oral format, to employees who wear respirators when such use is not required by this section or by the employer.

5. Injury and Illness Prevention Program (Title 8, Division 1, Chapter 4, Subchapter 7, Group 1, Section 3203)⁸

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

⁸ Source [CalOSHA Website](#)

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

- A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).
- B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).
- C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall

only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

6. Continuing Education for Registered Environmental Health Specialists (Title 22, Division 4, Chapter 23, Sections 65800-65808 CA Code of Regulations)⁹

Article 1. Definitions

Section 65800. Accreditation Agency. "Accreditation Agency" means an organization approved by the Department pursuant to section 65806 to evaluate and grant approval to providers of continuing education in accordance with the requirements established at section 65807.

Section 65801. Approved Coursework. "Approved Coursework" means continuing education courses that have been approved by an Accreditation Agency.

Section 65802. Contact Hour. "Contact Hour" means the actual time a REHS participates in approved coursework offered by a recognized provider, utilizing the following conversion standards: (a) 50-60 minutes = 1 contact hour. (b) 0.1 continuing education unit (CEU) = 1 contact hour. (c) 1 quarter unit = 10 contact hours. (d) 1 semester unit = 15 contact hours.

Section 65803. Recognized Provider. "Recognized Provider" means a provider of approved coursework that meets the provisions of section 65807 and is approved by an Accreditation Agency.

Section 65804. REHS. "REHS" means a registered environmental health specialist as defined in section 106615(c) of the Health and Safety Code.

⁹ Source - [CDPH Website](#)

Article 2. Continuing Education Requirements Adopt Section 65805 to read:

Section 65805. Continuing Education Requirements for Renewal of Environmental Health Specialist Registration.

(a) At the time of biennial registration renewal each REHS shall submit written documentation that he or she has completed a minimum of 24 contact hours of approved coursework within the 24 months immediately preceding the date of expiration. The first 24 month period during which an REHS shall complete the contact hours shall begin on the first day that occurs: after this section initially becomes effective; and 24 months prior to the next expiration date of the certificate.

(b) Each REHS shall retain certificates of completion issued by accreditation agencies or recognized providers for five years following completion of the approved coursework.

(c) A REHS may apply in writing to the Department for an exemption from the continuing education requirements. Exemptions may be granted on the basis of serious illness or military duty. A person registered as an inactive retired REHS as specified in Health and Safety Code section 106695 shall be exempt from the continuing education requirement.

(d) During the 24 months prior to his or her biennial renewal an instructor may request continuing education credit only one time per approved coursework that the instructor teaches.

Section 65806. Accreditation Agencies.

(a) An individual or organization seeking approval to operate as an Accreditation Agency shall submit a written request to the Department. The request shall include documentation of the following: (1) The organization's name, address, telephone number, and owner name(s). (2) A written plan demonstrating how the agency will meet the requirements of this section and enforce the requirements of section 65807 to include: procedures for monitoring course content, education methods and the recognized providers' compliance with the approved coursework requirements stated in section 65807. (3) The person designated by the organization to be responsible for overseeing the administration and coordination of approved coursework and all recognized providers. (4) A clearly defined process for responding to complaints about recognized providers and the ability to produce specific outcomes that assure that recognized providers comply with section 65807.

(b) An approved Accreditation Agency shall have the following responsibilities: (1) Maintain a list of the names and addresses of the persons designated as responsible for the recognized provider's continuing education program. The Accreditation Agency shall require that any change in the designated responsible person shall be reported to the Accreditation Agency within 15 days of the effective date of such change. (2) Notify the Department of names, addresses and responsible party of each recognized provider. (3) Re-evaluate the coursework in response to complaints concerning activities of any of its recognized providers or the approved coursework. (4) Review a minimum sample of ten percent of all approved coursework offered by each recognized provider, but not less than one course per year, to determine compliance with this article. Report the findings of each review to the Department annually. (5) Assure that all approved coursework offered by its recognized providers meets the continuing education requirements as set forth in section 65807. (6) Provide attendance records of REHS participants upon request of the Department.

(c) Failure of an Accreditation Agency to enforce the requirements of this article shall constitute cause for revocation of approval by the Department. Departmental action shall be in accordance with the administrative adjudication provisions of Chapter 4.5 (commencing with Section 11400) and Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

Section 65807. Requirements for Recognized Providers.

(a) An individual or organization seeking to provide continuing education courses as a recognized provider shall apply in writing to a Department-approved Accreditation Agency. The request shall include documentation of the following: (1) The organization's name, address, telephone number, and owners' names. (2) A course or teaching plan demonstrating that the course and providers meet the requirements of section 65807(c). (3) The person designated by the organization to be responsible for overseeing the administration and coordination of continuing education courses.

(b) Upon receipt of written approval from the Accreditation Agency, a continuing education provider shall represent itself as a recognized provider.

(c) The recognized provider is responsible for assuring the educational quality of its approved coursework and shall demonstrate the ability to meet the following requirements: (1) Topics and subject matter for approved coursework shall be pertinent to the scope of practice as described in section 106615 (e) of the Health and Safety Code for a REHS. Topics and subject matters for approved coursework shall include the following: (A) Food protection. (B) Solid waste management. (C) Liquid waste management. (D) Medical waste management. (E) Water supply. (F) Housing and institutions. (G) Bathing places. (H) Vector control. (I) Hazardous materials management. (J) Underground tanks. (K) Air sanitation. (L) Safety and accident prevention. (M) Land development and use. (N) Disaster sanitation. (O) Electromagnetic radiation. (P) Milk and dairy products. (Q) Noise control. (R) Occupational health. (S) Rabies and animal disease control. (T) Recreational health. (U) Bioterrorism. (V) Emergency preparedness. (W) Lead poisoning. (X) Cardiopulmonary resuscitation. (Y) Epidemiology and communicable diseases. (Z) Public health. (AA) Environmental health administration and management. (2) Approved coursework shall have written educational goals and specific learning objectives. (3) Speakers and instructors shall have education, training, and/or experience in the topics and subject matter listed in subsection (c)(1). (4) Approved coursework shall have a syllabus that provides a general outline of the course. The syllabus shall contain at a minimum, the instructional objectives for each course and a summary containing the main points for each topic. (5) All approved coursework shall identify and document the functions of each speaker or instructor. (6) Promotional materials and advertisements shall include sufficient information to determine: (A) the educational goals and specific learning objectives of the approved coursework. (B) the intended audience. (C) the speakers, instructors and their credentials. (D) the number of continuing education contact hours. (E) the name of the Accreditation Agency and recognized provider.

(d) Recognized providers shall evaluate the effectiveness of their approved coursework to determine whether the objectives required under section 65807(c) were met. This evaluation shall include a written evaluation by the participants, and/or pre- and post-examination(s).

(e) The recognized provider shall be required to maintain attendance records of approved coursework for five years following completion of the coursework. (1) For live programs, acceptable documentation of participation includes attendance rosters, sign-in sheets, completed program evaluation forms, or signed verification forms. (2) For home study, web based training and other mediated instructional approaches, acceptable documentation of participation includes the use of a post-testing procedure in which a pre-established proficiency level exists and certificates are awarded only upon attainment of the pre-specified minimum proficiency level.

(f) All recognized providers shall furnish certificates of completion to all successful participants. The certificate shall contain the name of the participant and name of the provider, title of the

course, number of contact hours, date of completion, course expiration date, course number and the name of the Accreditation Agency.

(g) All coursework shall be approved at least 15 days prior to the course being offered. The proposed course shall be submitted to the Accreditation Agency for a determination that the coursework meets the requirements set forth in this section. A recognized provider's approved coursework shall be valid and accepted for three years following the initial presentation.

(h) Failure of a recognized provider to meet one or more of the requirements set forth in this section shall constitute cause for revocation of approval by the Accreditation Agency. The Department shall have the final authority in cases of dispute regarding revocation. Departmental action shall be in accordance with the administrative adjudication provisions of Chapter 4.5 (commencing with Section 11400) and Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

Section 65808. Provider Audit Requirements.

(a) Upon request by the Department, the Accreditation Agency shall review selected approved coursework offerings. Within 15 days of receipt of written notification from the Accreditation Agency, the recognized provider shall submit all material requested by the Accreditation Agency to review the approved coursework. The materials shall include the name of the recognized provider, the course description and syllabus, educational goals and specific learning objectives, contact hours, evaluation method, promotional materials and advertisements, name and credentials of the speaker(s) or instructor(s), and past course evaluations and/or summary of pre and post examinations. The material shall be evaluated by the Accreditation Agency to determine whether the program meets the requirements in section 65807(c).

7. Certification and Continuing Education Contact Hours for Renewal of California UST Inspector ICC Certification (Title 23, Section 2715(j) CA Code of Regulations)¹⁰

(j) Local agency inspectors or special inspectors conducting underground storage tank inspections must meet the following requirements:

(1) Effective September 1, 2005, these individuals shall possess a current inspector certificate issued by the International Code Council (ICC), indicating he or she has passed the ICC California UST Inspector exam. Local agency inspectors hired on or after September 1, 2005, are subject to this requirement 180 days from the date of hire. If the ICC California UST Inspector exam is not available by September 1, 2004, this requirement shall be effective twelve months after the date the exam is available.

(2) These individuals shall renew the California inspector certificate every 24 months, by either passing the ICC California UST Inspector exam or satisfying equivalent criteria as approved by the Division of Water Quality Underground Storage Tank Program Manager.

¹⁰ Source - [OAL Website](#)

8. Aboveground Petroleum Storage Act Inspector Requirements [CA Health & Safety Code Ch. 6.67 §25270.5 (c)]¹¹

(c) An inspection conducted pursuant to this section does not require the oversight of a professional engineer. The person conducting the inspection shall meet both of the following requirements:

- (1) Complete an aboveground storage tank training program, which shall be established by the secretary.
- (2) Satisfactorily pass an examination developed by the secretary on the spill prevention control and countermeasure plan provisions and safety requirements for aboveground storage tank inspections.

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¹¹ Source - [LegInfo](#)