

EDUCATION & OUTREACH PLAN
FOR
FIELD STAFF TRAINING: ILLICIT
DISCHARGE IDENTIFICATION AND
REPORTING



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1.0 BACKGROUND

The *Western Washington National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit* (Permit) requires Kitsap County to ensure that all municipal field staff are trained to identify, report and respond to an illicit discharge in a way that is appropriate to their job. This entails a two-tiered approach:

- Tier 1 Training
 - *Audience:* All municipal field staff who are responsible for identification, investigation, termination, cleanup, and reporting illicit discharges, including spills, and illicit connections. Permit section S.5.C.3.f.i
 - *Required training:* Employees are trained in spill response procedures (DOT Emergency Response Guidebook); 8-hour HAZWOPER Training, the use of spill cleanup equipment and resources provided; and notification requirements when spills occur. Designated employees include Public Works Surface and Stormwater Management (PW-SSWM) Water Quality staff and Road District Supervisors.
 - *Follow-up/documentation:* Follow-up training as needed to address changes in procedures, techniques or requirements; documentation and maintenance of records of the training provided and the staff trained. See last section for training frequency.

- Tier 2 Training
 - *Audience:* All municipal field staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system. Permit section S.5.C.3.f.ii.and S.5.C.5.h. In general, staff that may observe or encounter spills into or from the storm drainage system are the target audience. Designated staff include, but are not limited to: PW-SSWM and Wastewater field crews, PW-Road crews, Department of Development field inspectors, Parks maintenance staff, Facilities maintenance staff, and PW-Sign and Traffic staff.
 - *Required Training:* Provide training on the identification of an illicit discharge/connection and the proper procedures for reporting and responding to the illicit discharge/connection.
 - *Follow-up/documentation:* Follow-up training as needed to address changes in procedures, techniques or requirements; documentation and maintenance of records of the training provided and the staff trained. See last section for training frequency.

2.0 PROJECT DESCRIPTION

The goals of the Training Program are to:

- Provide detailed training to specific staff so they may respond and/or report appropriately when encountering an illicit discharge, connection or spill.
- Provide general training to all field staff that will allow them to minimize potential illicit discharges while performing everyday duties.
- Provide training to all field staff that will enable them to be additional eyes and ears in the community to assist in the identification and elimination of illicit discharges.

2.1 Target Audience

Tier 1 Training: PW-Water Quality Staff and Roads District Supervisors.

Tier 2 Training: SSWM Maintenance and construction crews, Road crews, Sign Shop Crews, WW Maintenance and construction crews. Parks Maintenance and Fairgrounds staff; Public Works Traffic Maintenance Staff (Signals, Traffic counts) and Wastewater Treatment Plant staff; Facilities Maintenance staff; Department of Community Development Engineering and Building Inspection staff.

2.2 Positioning Statement:

Kitsap County field staff will be able to identify illicit discharges, address them as appropriate, and report them to the appropriate department.

3.0 IMPLEMENTATION PLAN

The following plan describes the roles and responsibilities of project partners, tasks and deliverables, and associated schedule.

3.1 Roles and Responsibilities

Each of the staff involved in this program have a role in program development and implementation. Specific individuals and their primary roles are identified below.

- Tony Carroll, Roads Safety/ESA Coordinator. Develop, arrange, and present Tier 1 and Tier 2 training.
- Pat Kirschbaum, Outreach and Education Coordinator. Develop, arrange, and present Tier 2 training.
- Chuck Smiley, Stormwater Inspector. Assist with development and presentation of Tier 2 training.
- Mindy Fohn, Water Quality Manager. Arrange for Tier 1 training with interface agencies including, but not limited to, Ecology, US

Environmental Protection Agency (EPA), Kitsap County Open Line staff, Leads Roads Staff, Kitsap Cities and Water Quality Staff.

3.2 Training Frequency

- Tier 1: Training will be performed as offered by Ecology, EPA or as needed to refine protocols and procedures for reporting, notifying and responded to illicit discharges.
- Tier 2: Training on spill response notification and procedures will be offered annually in June to ensure new summer help employees are trained and to refresh returning summer help and regular employees.