

STAPPA/ALAPCO Training Curriculum

STAPPA/ALAPCO ON-THE-JOB TRAINING CURRICULUM

Functional Job Categories:

Program Administration/Program Management
Secretarial
Air Compliance Stationary Sources
Air Compliance Mobile Sources
Administrative Enforcement
Civil (Court) Enforcement
Air Toxics
Air Permitting
Management Information Systems
Meteorology
Air Modeling
Ambient Monitoring

ON-THE-JOB TRAINING PLAN
FOR
PROGRAM ADMINISTRATION/PROGRAM MANAGEMENT

NAME: _____
JOB CLASSIFICATION: _____
FORMAL EDUCATION: _____
DATE OJT INITIATED: _____
TRAINING OFFICIAL: _____
SUPERVISOR: _____

IN-HOUSE TRAINING

<u>Training Task</u>	<u>Method</u>	<u>Date Completed</u>
1. Introduction/Briefings	Executive Director	_____
A. Orientation (See Checklist)		
2. Review and be familiar with:		
A. Operational/Technical Procedures Rules or Regulations	Briefings and Self Instruction	_____
B. Program Administrative SOP's	Briefings	_____
C. State Statutes	Self Instruction	_____
D. Summary of EPA Guidance	Briefing and Self Instruction	_____
E. EPA Program Grant Guidance	Self Instruction	_____
3. Administrative Procedures:		
A. Budget Formulation	Briefing	_____
B. Program Management Information System	Briefing and Self Instruction	_____
C. Administrative Policy Formulation	Briefing	_____
D. Affirmative Action/EEO	Human Resources	_____

FORMAL TRAINING

- | | | |
|-----------------------------------|-------------------------|-------|
| 4. Personnel Management | Human Resources | _____ |
| 5. Budgeting | Accounting | _____ |
| 6. Management Information Systems | Classroom Course | _____ |
| 7. Legal Applications | Chief Counsel | _____ |
| 8. Conflict Management | Human Resources/Seminar | _____ |
| 9. Ethics in the Public Sector | Human Resources/Seminar | _____ |

_____ has satisfactorily completed all training requirements.

Supervisor _____

Training Official _____

**ON-THE-JOB TRAINING PLAN
FOR ADMINISTRATIVE SECRETARY**

NAME: _____
JOB CLASSIFICATION: _____
FORMAL EDUCATION: _____
DATE OJT INITIATED: _____
TRAINING OFFICIAL: _____
SUPERVISOR: _____

IN-HOUSE TRAINING

<u>Training Task</u>	<u>Method</u>	<u>Date Completed</u>
1. Orientation (See Checklist)	Briefing by Supervisor and Self Instruction	_____
2. Department Administrative Procedures	Briefing and Self Instruction	_____
a. Telephone Etiquette	Briefing	_____
b. Use of Office Equipment	Hands-On	_____
(1) Personal Computer		_____
(2) Facsimile		_____
(3) Reproduction Machines		_____
c. Administrative Files		_____
d. Correspondence Management	Hands-On	_____
(1) Document Preparation	Hands-On	_____
(2) Document Formats		_____
(3) Document Filing		_____

FORMAL TRAINING

3. Success Skills for Secretaries	Classroom	_____
4. Time Management	Classroom	_____
5. Priorities Management	Classroom	_____
6. Management Techniques for Secretaries	Classroom	_____
7. Computer Training	Classroom/Hands-On	_____
8. Management Information Systems	Classroom	_____
9. Communication Skills	Classroom/Workshops/Seminars	_____
10. Managing in the Public Sector	Workshops/Seminars	_____
11. Conflict Management	Classroom	_____
12. Ethics in the Public Sector	Workshops/Seminars	_____

_____ has satisfactorily completed all training requirements.

Supervisor _____
 Training Official _____
 Agency Administrator/Director _____

ON-THE-JOB TRAINING

METEOROLOGY/AIR MODELING POSITIONS

NAME:

JOB CLASSIFICATION:

FORMAL EDUCATION:

DATE OJT INITIATED:

TRAINING OFFICIAL:

SUPERVISOR:

IN-HOUSE TRAINING

DATE
COMPLETED

TRAINING TASK	METHOD	DATE COMPLETED
1) Orientation:		
Knowledge of Air Pollution Control Act, Rules and Regulations, Emission Inventory, etc.	Briefing by Supervisor and self-instruction	-----
Title V Permits	Bureau Staff	-----
New Source Review	Bureau Staff	-----
2) Department Orientation	Human Resources	-----
3) Electronic Messaging	Bureau Staff	-----
4) Department Technical Academy	Department Staff	-----
5) Write to the Point	Human Resources	-----
6) Conflict Management	Human Resources	-----
7) Negotiation Workshop	Human Resources	-----
8) Supervisory Academy (when applicable)	Human Resources	-----
FORMAL TRAINING		
9) Air Pollution Control Orientation (SI: 422)	Self-instruction	-----

10) EPA - Levels I, II and III	Classroom EOHHSI, NJ	-----
11) Basic Air Pollution Meteorology (SI: 409)	Self-instruction	-----
12) Introduction to Dispersion Modeling (SI: 410)	Self-instruction	-----
13) EPA #423 - Air Pollution Dispersion Models - Application	Classroom Area Training Centers	-----
14) EPA #451 - Introduction to PM10 SIP Development	Classroom Area Training Centers	-----
15) Beginning Environmental Statistical Techniques (SI:473A)	Self-instruction	-----
16) EPA #400 - Introduction to Air Toxics	Classroom Area Training Centers	-----
17) Introduction to Risk Assessment/ Risk Management (SI: 400)	Self-instruction	-----

ON-THE-JOB TRAINING
AMBIENT MONITORING POSITIONS

NAME:
JOB CLASSIFICATION:
FORMAL EDUCATION:
DATE OJT INITIATED:
TRAINING OFFICIAL:
SUPERVISOR:

IN-HOUSE TRAINING

DATE
COMPLETED

METHOD

TRAINING TASK

TRAINING TASK	METHOD	DATE COMPLETED
1) Orientation:		
Principles and operating procedures of ambient monitoring equipment	Manuals and hands-on Provided by senior staff	-----
Commonwealth of PA. Air Monitoring System computer training	Manuals and hands-on Provided by senior staff	-----
Quality assurance principles and practices	Manuals and hands-on Provided by senior staff	-----
2) Department Orientation	Human Resources	-----
3) Department Technical Academy	Department Staff	-----
4) Electronic Messaging Training	Bureau Staff	-----
5) Right to Know Training	Bureau Staff	-----
6) Write to the Point	Human Resources	-----
7) Conflict Management	Human Resources	-----
8) Negotiation Workshop	Human Resources	-----
9) Supervisory Academy (when applicable)	Human Resources	-----

FORMAL TRAINING

TRAINING TASK	METHOD	DATE COMPLETED
10) EPA - Level I	Classroom EOHHSI, New Jersey	-----
11) EPA # 165.2 - Personnel Protection and Safety	Classroom/Hands-On Area Training Centers	-----
12) Basic Air Pollution Meteorology (SI: 409)	Self-instruction	-----
13) EPA #426 - Statistical Evaluation Methods for Air Pollution Data	Classroom Area Training Centers	-----
14) EPA #434 - Introduction to Ambient Air Monitoring	Classroom Area Training Centers	-----
15) EPA #435 - Atmospheric Sampling	Classroom Area Training Centers	-----
16) EPA #436 - 439 - Site Selection for Monitoring of Specific Pollutants	Classroom Area Training Centers	-----
17) EPA #443 - Chain of Custody Procedures for Samples and Data	Classroom Area Training Centers	-----
18) EPA #464 - Analytical Methods for Air Quality Standards	Classroom Area Training Centers	-----
19) EPA #470 - Quality Assurance for Measurement Systems	Classroom Area Training Centers	-----
20) EPA #471 - General QA Consideration for Ambient Monitoring	Classroom Area Training Centers	-----

DATE
COMPLETED

METHOD

TRAINING TASK

21)	EPA /473 - Introduction to Environmental Statistics	Classroom Area Training Centers	-----
22)	Computer Training: Word, Access, Excel, Powerpoint	Classroom/Hands-On Local Contractor	-----
23)	Specific Computer Software/Hardware: DEC, SUMX	Classroom/Hands-On Contractor	-----

TRAINING MODEL FOR DATA PROCESSING STAFF

IN-HOUSE TRAINING

<u>Training Task</u>	<u>Method</u>	<u>Date Completed</u>
1. Orientation	Briefing by supervisor, and self instruction self instruction	_____
2. Department administrative procedures	Briefings by appropriate administrative staff	_____
(a) purchasing		(a) _____
(b) inventory		(b) _____
(c) correspondence management & protocols		(c) _____
(d) filing systems		(d) _____
(e) after-hours access and timekeeping protocols		(e) _____
3. Existing data management systems overview	Briefings by appropriate staff	_____
(a) air quality monitoring data		(a) _____
(b) emissions inventory data		(b)(i) _____
i) enforcement/compliance data		(b)(ii) _____
ii) permit data		(b)(iii) _____
iii) planning data		(b)(iv) _____
iv) mobile sources data		_____
(c) tracking systems		(c)(i) _____
i) permits		(c)(ii) _____
ii) enforcement actions		(c)(iii) _____
iii) correspondence		(c)(iv) _____
iv) other _____		(d) _____
(d) financial data systems		(e) _____
(e) equipment inventory data systems		_____

IN-HOUSE TRAINING, Cont.

4. Hardware and software

- (a) equipment inventory overview
- (b) system operations overview

Briefing by appropriate staff

Briefing by appropriate staff,

+ self study,

+ follow-up with appropriate staff

- (a) _____
- (b) _____
- _____
- _____

5. Skills development in key software packages

- (a) network operating system*
- (b) data base management
- (c) urban ozone
- (d) other _____

Self study and projects

- (a) _____
- (b) _____
- (c) _____
- (d) _____

6. Modeling applications*

- (a) point sources
- (b) mobile sources
- (c) urban ozone
- (d) other _____

Self study and projects (See also formal training, below)

- (a) _____
- (b) _____
- (c) _____
- (d) _____

* The nature of the job and the size of the agency may dictate that network administration and air quality modeling are performed in a separate unit. In that case, a general understanding of these areas will be sufficient.

FORMAL TRAINING

- 7. Time management Classroom

- 8. Dealing with difficult people Classroom

- 9. Personnel rules and regulations Classroom

- 10. Human resource management/supervision Classroom

- 11. Software training appropriate to the duties and skills of the individual as funds permit
- (a) systems operation Classroom

- (b) software applications Classroom

- (c) _____ Classroom

_____ has satisfactorily completed all training requirements.

Supervisor

Training coordinator

Agency Director/Administrator

ON-THE-JOB TRAINING PLAN
FOR ADMINISTRATIVE ENFORCEMENT

NAME: _____
JOB CLASSIFICATION: _____
FORMAL EDUCATION: _____
DATE OJT INITIATED: _____
TRAINING OFFICIAL: _____
SUPERVISOR: _____

ON-THE JOB-TRAINING
ADMINISTRATIVE ENFORCEMENT

	TRAINEE	SUPERVISOR	DATE
1. In-House Training	_____	_____	_____
2. Indoctrination Briefings	_____	_____	_____
A. Agency-Division-Department	_____	_____	_____
B. Agency Policies	_____	_____	_____
C. Administrative Procedures	_____	_____	_____
D. Standard Operating Procedures (SOPs)	_____	_____	_____
3. Review Operation/Technical Procedures, Rules or Regulations	_____	_____	_____
A. Specific EPA or State Agreements	_____	_____	_____
B. Statutes, Rules, Regulations	_____	_____	_____
4. Safety Policies and Procedures	_____	_____	_____
A. Safety Requirements (Manual)	_____	_____	_____
B. Emergency Preparedness	_____	_____	_____
5. Field/Site Familiarization	_____	_____	_____
A. Survey Regulated Facilities	_____	_____	_____
B. Familiarity with Pertinent Air Monitoring and Air Pollution Control Systems	_____	_____	_____
6. Preparation of Enforcement Documents	_____	_____	_____
A. Notice of Violations/Warning Notices	_____	_____	_____
B. Consent Orders/Citations	_____	_____	_____
C. BEN/ABLE or Other Penalty Calculations	_____	_____	_____

ON-THE-JOB-TRAINING
ADMINISTRATIVE ENFORCEMENT

PROGRAM/FUNCTIONAL TRAINING REQUIREMENTS

<u>Mandatory</u>	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____	Western State's Negotiations Training	_____	_____
SI:431 Air Pollution Control Systems for Select Industries	_____	_____	CARB's Source Specific Courses	_____	_____
T 446: Inspection Safety Procedures Or Equivalent CARB course	_____	_____			
444: Air Pollution Field Enforcement or CARB Fundamentals Of Enforcement	_____	_____			
CARB 300 Enforcement Symposium	_____	_____			
Western State's Basic Investigations Course	_____	_____			
CARB 350 Mutual Settlement Workshop or Equivalent Course	_____	_____			

"SI" = Self-Instructional Courses

"T" = Telecourses through Satellite Broadcasting

NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.

Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____

ON-THE-JOB TRAINING PLAN
FOR CIVIL (COURT) ENFORCEMENT

NAME: _____

JOB CLASSIFICATION: _____

FORMAL EDUCATION: _____

DATE OJT INITIATED: _____

TRAINING OFFICIAL: _____

SUPERVISOR: _____

ON-THE JOB-TRAINING
CIVIL (COURT) ENFORCEMENT

	TRAINEE	SUPERVISOR	DATE
1. In-House Training	_____	_____	_____
2. Indoctrination Briefings	_____	_____	_____
A. Agency-Division-Department	_____	_____	_____
B. Agency Policies	_____	_____	_____
C. Administrative Procedures	_____	_____	_____
D. Standard Operating Procedures (SOPs)	_____	_____	_____
3. Review Operation/Technical Procedures, Rules or Regulations	_____	_____	_____
A. Specific EPA or State Agreements	_____	_____	_____
B. Statutes, Rules, Regulations	_____	_____	_____
4. Safety Policies and Procedures	_____	_____	_____
A. Safety Requirements (Manual)	_____	_____	_____
B. Emergency Preparedness	_____	_____	_____
5. Field/Site Familiarization	_____	_____	_____
A. Survey Regulated Facilities	_____	_____	_____
B. Familiarity with Pertinent Air Monitoring and Air Pollution Control Systems	_____	_____	_____
6. Preparation of Enforcement Documents	_____	_____	_____
A. Notice of Violations/Warning Notices	_____	_____	_____
B. Consent Orders/Citations	_____	_____	_____
C. BEN/ABLE or Other Penalty Calculations	_____	_____	_____

ON-THE-JOB-TRAINING
CIVIL (COURT) ENFORCEMENT

7. PROGRAM/FUNCTIONAL TRAINING REQUIREMENTS

<u>Mandatory</u>	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____	Western State's Negotiations Training	_____	_____
SI:431 Air Pollution Control Systems for Select Industries	_____	_____	CARB's Source Specific Courses	_____	_____
T 446: Inspection Safety Procedures Or Equivalent CARB course	_____	_____	Western State's Advanced Environmental Enforcement Training	_____	_____
444: Air Pollution Field Enforcement or CARB Fundamentals Of Enforcement	_____	_____	CST:303 Pleading And Litigating Civil Penalties	_____	_____
CARB 300 Enforcement Symposium	_____	_____	CRM: 101 Environmental Crimes Awareness	_____	_____
Western State's Basic Investigations Course	_____	_____			
CARB 350 Mutual Settlement Workshop or Equivalent Course	_____	_____			

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NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.

Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____

ON-THE-JOB TRAINING PLAN
AIR COMPLIANCE STATIONARY SOURCES

NAME: _____

JOB CLASSIFICATION: _____

FORMAL EDUCATION: _____

DATE OJT INITIATED: _____

TRAINING OFFICIAL: _____

SUPERVISOR: _____

	TRAINEE	SUPERVISOR	DATE
1. In-House Training			
2. Indoctrination Briefings			
A. Agency-Division-Department			
B. Agency Policies			
C. Administrative Procedures			
D. Standard Operating Procedures (SOPs)			
3. Review Operation/Technical Procedures, Rules or Regulations			
A. Specific EPA or State Agreements			
B. Statutes, Rules, Regulations			
4. Safety Policies and Procedures			
A. Safety Requirements (Manual)			
B. Emergency Preparedness			
5. Field/Site Familiarization			
A. Survey Regulated Facilities			
B. Familiarity with Pertinent Air Pollution Control Systems			
6. Preparation of Enforcement Documents			
A. Notice of Violations/Warning Notices			
B. Consent Orders/Citations			
C. BEN/ABLE or Other Penalty Calculations			

PROGRAM/FUNCTIONAL TRAINING REQUIREMENTS

Mandatory	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____	Western State's Negotiations Training	_____	_____
SI:431 Air Pollution Control Systems for Select Industries	_____	_____	CARB's Source Specific Courses	_____	_____
T 445 Introduction to Baseline Source Inspection Techniques	_____	_____	Western State's Advanced Environmental	_____	_____
T 446: Inspection Safety Procedures Or Equivalent CARB course	_____	_____	Enforcement Training	_____	_____
VE 325 Visible Emissions or CARB's 101	_____	_____	CST:303 Pleading And Litigating Civil Penalties	_____	_____
444: Air Pollution Field Enforcement or CARB Fundamentals Of Enforcement	_____	_____	CRM: 101 Environmental Crimes Awareness	_____	_____
450 Source Sampling for Pollutants	_____	_____			
CARB 300 Enforcement Symposium	_____	_____			
Western State's Basic Investigations	_____	_____			
CARB 350 Mutual Settlement Workshop or Equivalent Course	_____	_____			

"SI" = Self-Instructional Courses
 "T" = Telecourses through Satellite Broadcasting

NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.
 Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____

ON-THE-JOB TRAINING PLAN
AIR COMPLIANCE MOBILE SOURCES

NAME: _____
JOB CLASSIFICATION: _____
FORMAL EDUCATION: _____
DATE OJT INITIATED: _____
TRAINING OFFICIAL: _____
SUPERVISOR: _____

PROGRAM/FUNCTIONAL TRAINING REQUIREMENTS

Mandatory	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
EPA's Motor Vehicle Emissions Control self-paced series	_____	_____	480 Control Measures for CO, O3, and NOX	_____	_____
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____	484 Motor Vehicle Emissions Control-Diagnosis and Repair	_____	_____
CSU course on auto emissions	_____	_____	485 Motor Vehicle Emissions Control (Revised)	_____	_____
Control technology, vehicle Maintenance, and A/C operations	_____	_____	486 Motor Vehicle Emissions Control-Quality Assurance for I/M	_____	_____
Hands-on intro training in basic MOBILE series, CAL3AHC. And VMT or related systems	_____	_____			
411 Air Pollution Dispersion Models	_____	_____			
452 Principles and Practice of Air Pollution	_____	_____			

"SI" = Self-Instructional Courses

"T" = Telecourses through Satellite Broadcasting

NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.

Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____

PROGRAM/FUNCTIONAL TRAINING REQUIREMENTS

5.

<u>Mandatory</u>	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
EPA's Motor Vehicle Emissions Control self-paced series	_____	_____	480 Control Measures for CO, O3, and NOX	_____	_____
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____	484 Motor Vehicle Emissions Control-Diagnosis and Repair	_____	_____
CSU course on auto emissions	_____	_____	485 Motor Vehicle Emissions Control (Revised)	_____	_____
Control technology, vehicle Maintenance, and A/C operations	_____	_____	486 Motor Vehicle Emissions Control-Quality Assurance for I/M	_____	_____
Hands-on intro training in basic MOBILE series, CAL3AHC. And VMT or related systems	_____	_____			
411 Air Pollution Dispersion Models	_____	_____			
452 Principles and Practice of Air Pollution	_____	_____			

"SI" = Self-Instructional Courses

"T" = Telecourses through Satellite Broadcasting

NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.

Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____

ON-THE-JOB TRAINING PLAN
FOR AIR TOXICS SPECIALIST

NAME: _____

JOB CLASSIFICATION: _____

FORMAL EDUCATION: _____

DATE OJT INITIATED: _____

TRAINING OFFICIAL: _____

SUPERVISOR: _____

ON-THE JOB-TRAINING
AIRTOXICS SPECIALIST

	TRAINEE	SUPERVISOR	DATE
1. In-House Training	_____	_____	_____
2. Indoctrination Briefings			
A. Agency-Division-Department	_____	_____	_____
B. Agency Policies	_____	_____	_____
C. Administrative Procedures	_____	_____	_____
D. Standard Operating Procedures (SOP)	_____	_____	_____
3. Review Operation/Technical Procedures, Rules or Regulations			
A. Specific EPA or State Agreements	_____	_____	_____
B. Statutes, Rules, Regulations	_____	_____	_____
C. Clean Air Act, as amended	_____	_____	_____
D. Specific Air Toxic Laws & Regs	_____	_____	_____
4. Safety Policies and Procedure			
A. Safety Requirements (Manual)	_____	_____	_____
B. Emergency Preparedness	_____	_____	_____
C. Safety Equipment	_____	_____	_____
D. First Aid and CPR	_____	_____	_____
5. Field/Site Familiarization			
A. Survey Regulated Facilities	_____	_____	_____
B. Familiarity with Pertinent Air Pollution Control Systems & Control Technology	_____	_____	_____
C. Familiarity with Toxics Sources	_____	_____	_____
6. Specific Air Toxics Skills/Activities			
A. Agency Toxics Review Procedures	_____	_____	_____
B. Federal Toxics Regs.	_____	_____	_____
C. Risk Assessment/Risk Management	_____	_____	_____

ON-THE-JOB-TRAINING
AIR TOXICS SPECIALIST

7. Program/Functional Training Requirements

<u>Mandatory</u>	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____		_____	_____
SI:431 Air Pollution Control Systems for Select Industries	_____	_____		_____	_____
T 446: Inspection Safety Procedures or Equivalent CARB course	_____	_____	CARB's Source Specific Courses	_____	_____
A. Intermediate	_____	_____			
400-Introduction to Hazardous Air Pollutants	_____	_____			
B. Advanced					
SI:404-Urban Air Toxics	_____	_____			
SI:473B-Introduction to Environmental Statistics	_____	_____			
C. Specialty -Monitoring					
435-Atmospheric Sampling	_____	_____			
426-Statistical Evaluation Methods for Air Pollution Data	_____	_____			
D. Specialty-Compliance					
427-Combustion Evaluation	_____	_____			
482-Sources and Control of Volatile Organic Air Pollutants	_____	_____			

<u>Mandatory</u>	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
456-Fugitive VOC Leak Detection	_____	_____			
SI:458 Hazardous Waste Calculations	_____	_____			
502 Hazardous Waste Incineration	_____	_____			
503 Accident and Emergency Management	_____	_____			
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NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.

Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____

ON-THE-JOB TRAINING PLAN
FOR AIR PERMIT SPECIALIST

NAME: _____
JOB CLASSIFICATION: _____
FORMAL EDUCATION: _____
DATE OJT INITIATED: _____
TRAINING OFFICIAL: _____
SUPERVISOR: _____

**ON-THE-JOB-TRAINING
AIR PERMIT SPECIALIST**

	TRAINEE	SUPERVISOR	DATE
1. In-House Training	_____	_____	_____
2. Indocination Briefings			
A. Agency-Division-Department	_____	_____	_____
B. Agency Policies	_____	_____	_____
C. Administrative Procedures	_____	_____	_____
D. Standard Operating Procedures (SOPs)	_____	_____	_____
3. Review Operation/Technical Procedures, Rules or Regulations			
A. Specific EPA or State Agreements	_____	_____	_____
B. Statutes, Rules, Regulations	_____	_____	_____
C. Clean Air Act, as amended	_____	_____	_____
D. Permit Process/ Regulatory Process	_____	_____	_____
4. Safety Policies and Procedures			
A. Safety Requirements (Manual)	_____	_____	_____
B. Emergency Preparedness	_____	_____	_____
5. Field/Site Familiarization			
A. Survey Regulated Facilities	_____	_____	_____
B. Familiarity with Pertinent Air Pollution Control Systems & Control Technology	_____	_____	_____
C. Familiarity with Permitted Sources	_____	_____	_____
6. Specific Permitting Skills/Activities			
A. Writing Permits & Permit Conditions	_____	_____	_____
B. Negotiation Skills	_____	_____	_____
C. Familiarity with Hearing Process	_____	_____	_____

**ON-THE-JOB-TRAINING
AIR PERMIT SPECIALIST**

7. Program/Functional Training Requirements

<u>Mandatory</u>	DATE	SUPERVISOR	Electives	DATE	SUPERVISOR
SI:422 Air Pollution Control Orientation or CARB's 100 Series	_____	_____	Western States' Negotiations Training	_____	_____
SI:431 Air Pollution Control Systems for Select Industries	_____	_____	CARB's Source Specific Courses	_____	_____
T 446: Inspection Safety Procedures Or Equivalent CARB course	_____	_____			
SI:460: Introduction to Permitting	_____	_____			
460 Intro. To Permits	_____	_____			
454 Effective Permit Writing Wkshp	_____	_____			
461 Intermediate Permitting	_____	_____			
SI:453 Overview of PSD Regulations	_____	_____			

“SI” = Self-Instructional Courses

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NOTE: The completion of mandatory and elective training is predicated on availability of funds and courses provided by EPA, APTI and CARB.

_____ Has satisfactorily completed all training requirements.

Supervisor _____ Date: _____
 Training Coordinator _____ Date: _____
 Assistant Director _____ Date: _____