

AQ Compliance Training Plan

- Review State Employee Manual
Become familiar with state policies, guidelines and procedures
 - Review DNR Employee Manual
Become familiar with DNR policies, guidelines and procedures
 - DNR AQB Introduction to Permitting Workshop I (Video)
Become familiar with the permitting process.
 - DNR AQB Potential to Emit Workshop II (Video)
Understand how Potential to Emit is calculated and used.
 - SI 443 (self-instructional book or On-line Course)
<http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform>
Become familiar with the basic concepts of the different control technologies; become familiar with the pollutants and specific control technologies used at some specific industries.
 - Read Chapter 22 IAC
 - Read Subrules 22.1(1), 22.1(2), 22.3(1), 22.3(3) and 22.3(4). Become familiar with construction permitting requirements and the exemptions. You will be dealing with these on a regular basis.
 - Read Subrule 22.8(1). Become familiar with the concept of a permit by rule.
 - Read Chapter 23 IAC
 - Rule 567 IAC 23.2(455B) Open Burning. Become familiar with the open burning prohibition and all the exemptions to it.
 - Read Rule 567 IAC 23.3(455B) Specific Contaminants
 - Skim paragraphs 23.3a and 23.3 b.
 - Become familiar with paragraphs 23.3c and 23.3d. You will refer to these often.
 - Read Rule 567 IAC 23.4(455B) Specific Processes. Learn that there are specific emissions limits for some specific processes.
- Don't try to learn the various emission limits in this chapter—you are not a permit writer!**
- Skim 40 CFR 60 (New Source Performance Standards) table of contents.
Become familiar with the vast array of equipment subject to an NSPS. It is not necessary to remember each NSPS. Rather, understand that there are many different NSPS and recognize that a wide variety of equipment may be subject to a NSPS.
 - Skim 40 CFR 63 (National Emission Standards for Hazardous Air Pollutants) table of contents.
Become familiar with the vast array of equipment subject to an NESHAPS. It is not necessary to remember each NESHAPS. Rather, understand that there are many different NESHAPS and recognize that a wide variety of equipment may be subject to a NESHAPS.
 - PSD Workshop Manual
Become familiar with the general concepts of PSD.

- SI 410 Lessons 1 & 2 only (self-instructional book or On-line Course)
<http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform>
 Become familiar with dispersion modeling and how it is used.
- Read Chapter 24 IAC
 Become familiar with definition of excess emissions and the reporting requirements.
- Read Chapter 25 IAC
 Become familiar with our authority to require continuous emissions monitors (CEMs) and emissions testing (stack test) at a facility. Also review the record keeping and reporting requirements for CEMs and stack tests.
- Attend New Employee Orientation

Attend inspections with FO inspectors

Be exposed to various industries; observe emission units and pollution control equipment in operation; understand inspection procedures; meet FO personnel.

| Inspector Name | Facility(ies) | Date(s) |
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- Read Chapter 12 IAC
 Companies can get immunity from civil and administrative penalties under certain conditions. Become familiar with these conditions.
- Read IAC Chapter 10
 Become familiar with penalty calculations
- Review EPA HPV Workshop manual and HPV Policy (Appendix A of the manual)
 Become familiar with the criteria used to designate a violation as a High Priority Violation.

Personnel Development Seminars

Enroll in the following PDS courses:

Achieving Communication Effectiveness
 Administrative Law
 Customer Service
 Managing Your Time and Priorities
 Business Writing Workshop

Computer training

Enroll in PDS courses or other sources of training to fill voids in:
 MS Word, Excel, Access
 Groupwise