AIR QUALITY MANAGEMENT SECTION (AQMS)
ENGINEERING & COMPLIANCE BRANCH TRAINING POLICY AND PLAN
Effective Date: October 12, 2004
Updated: September 21, 2005

The Air Quality Management Section, Engineering & Compliance Branch is dedicated to excellence in the training and professional development of all of its staff members. The Engineering & Compliance Branch Training Policy and Plan was developed to promote a high level of professionalism within the Branch. This Training Policy and Plan applies to all Environmental Engineers, Environmental Scientists, and any other Branch staff members who write permits and/or conduct inspections. Please note that Managers and Support Staff are subject to the Division of Air and Waste Management (DAWM) Training Plans which can be found under DAWM Policy 0106 – Training Programs. All Division policies are available on-line at: http://intranet.dnrec.state.de.us/awm/policies/.

Required Courses for all Division of Air and Waste Management Staff

The DAWM currently requires Diversity and Sexual Harassment Training for all DAWM staff. Any of the three Career Enrichment Program (CEP) diversity courses – "Basics of Intercultural Communications," "Diversity at Work," and "Understanding Diversity" – are qualified to fill the Diversity training requirement. This training is offered by the Department of Natural Resources and Environmental Control's (the Department's) Human Resources Office. The availability of this training varies, therefore, DAWM employees will be notified when such training is available. All new employees should take this training at the first available opportunity. Either the CEP course "Sexual Harassment" or watching the video "Sexual Harassment – How to Protect Yourself and Your Organization" will fulfill the Sexual Harassment training requirement. Again, the availability of the CEP course varies. If you would like to use the video to fulfill the training requirement, it must be viewed under the supervision of DAWM's Personnel Liaison. Branch Managers can contact the Personnel Liaison to schedule viewing of this video.

All DAWM employees are subject to the training requirements of the DAWM Health and Safety Plan. Division Employees will be informed of any required training by the DAWM Training and Medical Surveillance Coordinator (TMSC). The TMSC is responsible for tracking the types and amount of health and safety training each DAWM employee has received and will periodically notify the program/branch managers as to which employees are due for annual refresher training or other types of training. The Engineering & Compliance Branch has also developed its own Health and Safety Training Program. This Training Program has been developed to meet the specific needs of the Engineering & Compliance Branch. It is offered on an as-needed basis. New employees should take this training at the first available opportunity.

All DAWM employees are expected to be familiar with DAWM Policies, Department of Natural Resources and Environmental Control Policies, and State Merit Rules. DAWM Policies and Department Policies are available on-line at: http://intranet.dnrec.state.de.us/awm/ and http://intranet.dnrec.state.de.us/Admin/Policies. State Merit Rules are available on-line at: http://delawarepersonnel.com/mrules/index.htm.

New Employee Training Requirements

All new employees of the Engineering & Compliance Branch must complete the courses listed in Attachment 1 along with an additional 15 hours of training within the time specified. Please note that a new employee's Supervisor may eliminate some of the required courses listed in Appendix 1 based upon the employee's previous work experience. If any courses are eliminated, the

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Supervisor must submit a justification to the Branch's Training Coordinator. The additional 15 hours of training may chosen by the new employee with their Supervisor's approval.

Before conducting independent inspections, each new employee must attend at least five inspections with a senior employee (Environmental Scientists/Engineers II and higher), must successfully complete SI Courses 443 and 445, and must take the Engineering & Compliance Branch Health and Safety Training Program. If the new employee has not taken the Engineering & Compliance Branch Health and Safety Training Program, he or she may substitute SI Course 446. Upon completion of the five inspections, receiving certificates for each of the SI Courses, and taking the Engineering & Compliance Branch Health and Safety Training Program, the employee's supervisor will determine if he or she is ready to conduct independent inspections. A Supervisor may require that the new employee attend additional inspections with a senior employee if he or she feels it is necessary. The new employee may also request to attend additional inspections before conducting an independent inspection. The Engineering & Compliance Branch requires that all employees feel safe, comfortable, and confident before performing an independent inspection. Therefore, there will be absolutely no retribution for attending additional inspections.

The Supervisor of each new employee will be responsible for assigning each new employee with a mentor. Mentors may be senior employees within the new employees group or the employees supervisor. Mentors will have the responsibility of providing advice and assistance to the new employee. To ensure the quality of the mentoring program, no mentor will be assigned to more than one new employee at a time. New employees will be encouraged to seek advice from all senior employees, and will not be limited to seeking their mentor for help.

Branch Staff Member Training Requirements

As required in each annual full performance plan, Branch Staff Members must complete at least 37.5 hours of training per Performance Plan period. For new employees, this will begin with the first full Performance Plan period after completing the New Employee Requirements. At least 7.5 hours of training shall be related to personal development. Personal development training includes training that focuses on communication skills, organizational skills, stress management, time management, and other skills that are required both at home and in the workplace. Recommended personal development classes are listed in Appendix 2.

The Branch training coordinator will present training opportunities as they arise. Branch Staff members will also be expected to seek out training opportunities.

Technical training opportunities can be found in the following places:

http://www.epa.gov/oar/oaqps/eog/

http://www.marama.org/calendar/

http://www.eohsi.rutgers.edu/cet/

http://www2.umdnj.edu/ophpweb/CET/

Personal development training is available through the State Personnel Office's CEP courses. The CEP Course schedule is available on-line at:

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http://www.delawarepersonnel.com/training/programs/cep/index.htm

Branch Staff Members are encouraged to suggest other training opportunities to the Branch's Training Coordinator for consideration.

The Branch encourages employees to pursue the opportunity to present training courses whenever possible. The Branch recognizes that presenting training courses is an excellent learning experience, therefore, any training course presented by a Branch Staff Member will count double towards the Branch's training requirements.

Courses completed to meet other Department, State or Federal training requirements can be counted towards the Branch's training requirement.

Approval for Branch Staff Members seeking to attend training in excess of the 37.5 required hours will be based upon Branch resources and the Staff Member's responsibilities and workload. Note that any excess training hours in a Performance Plan Period cannot be carried over to the next Performance Plan period.

A Staff Member's Supervisor can reduce or eliminate training requirements at his or her discretion. Appropriate reasons to reduce or eliminate the training requirements include: extended medical leave, military leave, a leave of absence, or workload and responsibility requirements. If the training requirements are reduced or eliminated, the Supervisor must submit a justification to the Branch's Program Manager II with a copy to the Branch's Training Coordinator.

Branch Training Coordinator

The Branch's Management Analyst will act as the Branch's Training Coordinator. The Branch's Training Coordinator will have the responsibility of tracking each Staff Member's training progress. Staff Members will have the responsibility of reporting any training to the training Coordinator upon training completion. The Training Coordinator will send out quarterly reports to the Branch Supervisors indicating each Staff Member's progress.

Branch Staff Members Interested in Moving into Supervision

Branch Staff Members who are not currently supervising but are interested in moving into management should discuss the options for management training with their Supervisor. Supervisors must consider the Staff Member's performance, available funding, and workload and responsibilities when considering whether to support a Staff Member's desire to attend management training courses. Supervisors must consult with the Branch's Program Manager II before a final decision is made. If a management training plan is approved for a Branch Staff Member, that Staff Member is encouraged to follow the guidelines of the DAWM Managers Training Plan which is available at: http://intranet.dnrec.state.de.us/awm/policies/. In addition to the courses included in this plan, future managers should consider taking the CEP courses "Growing into Leadership" and "Moving into Supervision."

Educational Assistance and Reimbursement

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The DAWM offers both Tuition Reimbursement and Adjustment of Work Schedules for DAWM employees interested in pursuing higher education. Information on how to receive Tuition Reimbursement and Adjusted Work Schedules can be found in DAWM Policy 0103 – Educational Assistance and Reimbursement. This policy is available on-line at: http://intranet.dnrec.state.de.us/awm/policies/. Pursuing Tuition Reimbursement or an Adjusted Work Schedule is the responsibility of the employee seeking the Educational Assistance.

Professional Organization Membership and Certification Reimbursement

The DAWM offers reimbursement of both Professional Organization Membership Fees and Certification Requirements. See DAWM Policy 0104 – Professional Organization Membership and Certification for information. This Policy is available on line at: http://intranet.dnrec.state.de.us/awm/policies/. Pursuing Membership Fee or Certification reimbursement is the responsibility of the employee seeking the reimbursement.

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Appendix 1: New Employee Required Courses

Course Number	Course Name	Enrollment Information and Course Location	Course Length	Complete within first:
NA	Plain English Guide to Clean Air Act	on-line (http://www.epa.gov/oar/oaqps/peg_caa/pegcaain.html)	15 hours	1 month
SI 460	Introduction to Permitting	on-line (http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform)	8 hours	1 month
SI 300	Introduction to Air Pollution Toxicology	on-line (http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform)	12 hours	1 month
SI 422	Air Pollution Control Orientation Course	order hard copy on-line at http://www.epa.gov/oar/oaqps/eog/catalog/catsic.html	30 hours	2 months
SI 409	Basic Air Pollution Meteorology	on-line (http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform)	25 hours	2 months
SI 410	Introduction to Dispersion Modeling	on-line (http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform)	35 hours	3 months
SI 414	Quality Assurance for Source Emission Measurements	order hard copy on-line at http://www.epa.gov/oar/oaqps/eog/catalog/catsic.html	35 hours	3 months
SI 445	Introduction to Baseline Source Inspection Techniques	on-line (http://yosemite.epa.gov/oaqps/eogtrain.nsf/homeform?openform)	25 hours	4 months
SI 446*	Air Pollution Source Inspection Procedures and Safety*	order hard copy on-line at http://www.epa.gov/oar/oaqps/eog/catalog/catsic.html*	40 hours	4 months*
SI 443	Chain of Custody Procedures for Samples & Data	order hard copy on-line at http://www.epa.gov/oar/oaqps/eog/catalog/catsic.html	1.5 hours	5 months
SI 431	Air Pollution Control Systems for Selected Industries	http://www.epa.gov/air/oaqps/eog/course_format.html#web	40 hours	5 months
NA	Smoke School Classroom	Automatic Enrollment - Dover Fire School	8 hours	6 months
	Smoke School Field Certification	Automatic Enrollment - Dover Fire School	15 hours	6 months
SI 428A	Introduction to Boiler Operation	http://www.epa.gov/air/oaqps/eog/course_format.html#web	20 hours	7 months
SI 412A	Fabric Filter Operation Review	http://www.epa.gov/air/oaqps/eog/course_format.html#web	20 hours	7 months
SI 412B	Electrostatic Precipitator Plan Review	http://www.epa.gov/air/oaqps/eog/course_format.html#web	20 hours	8 months
SI 412C	Wet Scrubber Plan Review	http://www.epa.gov/air/oaqps/eog/course_format.html#web	40 hours	8 months

Engineering & Compliance Branch Health and Safety Training Program may be substituted for this course.

Appendix 2: Recommended Personal Development Courses
(Courses Listed In Order of Importance)

Course Number	Course Name	Enrollment Information	Course Length
PIIW	Put It In Writing	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	3 Days
CEP-06	Developing Proofreading Skills	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-244	Grammar for the Workplace	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-49	Getting the Job Done – Where to Start	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-118	Writing Smarter, Not Harder	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-239	Quality Service in the Public Sector	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-44	Developing Successful Telephone Techniques	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-159	The Basics of Intercultural Communication	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	0.5 Day
CEP-266	Communicating in a Diverse Environment	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-258	Using Facilitation Skills to Maximize Involvement	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day
CEP-255	Managing Change	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	0.5 Day
CEP-233	Managing Negative Behavior	http://www.delawarepersonnel.com/training/programs/cep/index.shtml	1 Day