

CALIFORNIA ENVIRONMENTAL
PROTECTION AGENCY



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CALIFORNIA CUPA FORUM



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UNIFIED PROGRAM TRAINING FRAMEWORK MARCH 12, 2012



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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 (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.

Unified Program Training Framework

QUICK GUIDE

1. Management or Inspector determines there is a need for training:

- First they need to determine which program area the training need is in:
 - Common Elements
 - Business Plan
 - CalARP
 - APSA
 - UST
 - Haz Waste
- And what level of training is needed:
 - Basic
 - Intermediate
 - Advanced



2. Management or Inspector then looks at the appropriate Training Matrix in Appendix A to:

- Determine Core Knowledge and Skills that are needed.

Example: Matrix = CalARP; Training Category = Basic

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	<p>B-1: Understand the general requirements of the CalARP program, including the definition of covered process and other requirements</p> <p>B-2: General understanding of the components of a Risk Management Plan, including submission requirements</p> <p>B-3: Understanding of substances regulated under the CalARP program</p>
Specialty Knowledge and Skills	None
Certifications	
Time In Service	

3. The Training Topics (directly below the Training Matrix) will show which training topics will provide the training needed to become proficient in the desired Core Knowledge and Skill.

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	<p>B-1: Understand the general requirements of the CalARP program, including the definition of covered process and other requirements</p> <p>B-2: General understanding of the components of a Risk Management Plan, including submission requirements</p> <p>B-3: Understanding of substances regulated under the CalARP program</p>
Specialty Knowledge and Skills	None
Certifications	

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>ARP-101: Basic CalARP Overview</p> <ol style="list-style-type: none"> Purpose and Scope Key Definitions Applicability General Requirements CalARP Program Management System Emergency Information Access Registration RMP – Components and Submission Hazard Assessment Prevention Programs Emergency Response Program Regulated Substances Other Program Requirements 	2 - 4 hr	Initial Refresher as needed	No	B – 1 thru B - 3
CE-102: Awareness of Common CalARP Processes	4-8	Initial and As Needed	No	B-1 and 3

4. Management or the Inspector can then look at the corresponding Course Compendium (Appendix C) to determine courses available to satisfy agreed-on training needs:

CAL ARP COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
ARP 101: Basic CalARP Overview 1. Purpose and Scope 2. Key Definitions 3. Applicability 4. General Requirements 5. CalARP Program Management System 6. Emergency Information Access 7. Registration 8. RMP – Components and Submission 9. Hazard Assessment 10. Prevention Programs 11. Emergency Response Program 12. Regulated Substances 13. Other Program Requirements	CalARP Today	Video – 3 Parts	CalCUPA Forum Video Library – 2009 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	CalARP Basics	PowerPoint Presentation	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
	CalARP Overview	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	How to Implementation the CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Clean Air Act Section 112(r) Federal Program Update	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Risk Management Plans	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
ARP 102: Awareness of Common CalARP Processes	Various Courses		Courses on this topic maybe available from Private Vendors

Course: **CalARP Today**
Training available through CalCUPA Video Library

These resources are not actual training classes but may be used by inspectors for additional information or by instructors when preparing a class.

5. Inspector can choose a specific training course:

Example: 2009 CalCUPA Training Video

6. Management or Inspector adds course to Individual Training Plan / Record:

Employee Training Plan / Record
Level: **BASIC**

Name: Ace Inspector

UPA: North-Southwest California CUPA

✓	Training Classes	Class Hours	Frequency	Program Element	Training Topics	Core/specialty knowledge and skills addressed	Completion Date
	Effective Communication		One-time	Common Elements	CE-101	B-6	1-20-12
	Administrative Overview	2-4	One-time	Common Elements	CE-103	B-2	2-10-12
	Inspector Health & Safety	40	One-time	Common Elements	CE-102, CE-103	B-1	2-25-12
	Statutory and Regulatory Overview	8 – 16	One-time	Common Elements	CE-108	B-2	3-1-12
	CalARP Today		One-time	CalARP	ARP-101	B1, B2, B3	

7. Inspector takes training.



8. Management or Inspector updates Individual Training Plan / Record with Completion Date.

PURPOSE

The purpose of the *Unified Program Training Framework* 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 training gaps 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 Training Framework* 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 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.

The Framework can be compared to a college catalog. The segments include:

Training Matrices: Similar to the requirements for a specific major in the front of a college catalog, the matrices describe the core knowledge and skills an inspector should become proficient in to advance to the next level. Matrices are provided for the Basic, Intermediate and Advanced levels of each of the programs. Training topics describing course content follow each matrix. Adequate detail is provided to allow supervisors and inspectors to determine if specific classes meet the designated training topics. Matrices can be found in Appendix A.

Course Compendium: Similar to course descriptions in a college catalog, the Compendium lists courses that address the various training topics. The Course Compendium will be updated annually to include new training resources. The Course Compendiums can be found in Appendix C.

On-line Training Calendar: This component of the system will likely not be available until sometime in 2013 -14. Similar to a college class schedule, the calendar will provide a current listing of actual classes including date, location and cost, if any.

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. Unified Program Agencies (UPAs) will choose to provide staff with training on the specific topics and subject areas depending on a variety of factors. Those factors may include the unified program elements they implement, the types of activities staff are involved in (e.g., emergency response, site remediation, etc.), and the variety and types of facilities the UPA regulates.

UPA managers, supervisors and staff can effectively utilize this document by:

1. Referring to the applicable training matrices determine the core knowledge and skills necessary for each level (Basic, Intermediate and Advance);
2. Referring to the applicable course compendium to determine courses that will provide training that addresses the various core knowledge and skills;
3. Reviewing the on-line training calendar (to be developed) to find specific classes and schedule trainings.

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 Training Plan / Record can be found in Appendix B.

TRAINING MATRICES

As mentioned above, the matrices are similar to the requirements for a specific major in the front of a college catalog. They describe the core knowledge and skills an inspector should become proficient in to advance to the next level. Matrices include Basic, Intermediate and Advanced categories for each of the six programs elements and can be

found in Appendix A. The matrices also include Training Topics describing course curriculum that address the core knowledge and skills. A separate Common Elements matrix can also be found in Appendix A. The Common Elements matrix captures core knowledge and skills and course curriculum that span all program elements. The following example describes key elements in the matrices.

TRAINING CATEGORY: BASIC / INTERMEDIATE / ADVANCED *	
Basic Entry Requirements	<i>Examples of education, experience, training and certifications needed for each of the training categories.</i>
Core Knowledge and Skills	<i>Essential knowledge and skills needed to be effective in carrying out the most common activities for each program.</i>
Specialty Knowledge and Skills	<i>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).</i>
Time In Service	<i>The approximate length of time needed to become proficient in knowledge and skills for the BASIC training category of each program.</i> <i>NOTE: Time in Service not applicable to Intermediate and Advanced categories</i>

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<i>Refers to course content, not a particular class</i>	<i>Expected course hours</i>	<i>How often the training is required or recommended</i>	<i>Reference to statute or regulation for training required by State or Federal law</i>	<i>Reference to specific core knowledge and skill that training topic addresses</i>

*** Training Categories:**

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.

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 aboveground storage tanks, conditional exempt treatment and conduct enforcement actions.

Advanced: Classroom and field training that will lead to the knowledge and experience to inspect complex facilities such as plating shops, underground storage tank facilities installed on or after 7/1/04, tank farms, refineries, major manufacturing facilities, conditionally authorized and permit by rule treatment facilities, completing area plans and taking enforcement actions at very large and complex facilities and unusual cases that could include search warrants.

COURSE COMPENDIUMS

Similar to course descriptions in a college catalog, the Compendium lists courses that address the various training topics. The Course Compendium will be updated annually to include new training resources. The Course Compendiums can be found in Appendix C.

Training Topic	Course(s)	Course Format	Contact Information
<i>Refers to course content, not a particular class</i>	Identifies title of available courses	Identifies format of training (i.e., course, video, online course, etc.)	Provides contact information for course
	Additional Training Reference Materials		
	Identifies title of reference materials	Identifies type of training materials (i.e., document, PowerPoint Presentation, etc.)	Provides contact information for materials

The additional training material is provided as a reference. These materials should not be substituted for a training class, but may be used to guide instructors as they develop classes or by inspectors to supplement training classes.

TRAINING CALANDAR

This component of the system will likely not be available until sometime in 2013 -14. Similar to a college class schedule, the calendar will provide a current listing of actual classes including date, location and cost, if any.

The process for establishing, maintaining and posting the training calendar online will be developed by the UP Training Steering Committee.

GOVERNANCE

APPROACH

This section outlines governance for the *Unified Program Training Framework*. 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 Training Framework*. 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 Training Framework*.

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 Training Framework*.

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

¹ Reference - November 30, 2006 UPAAG Charter

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 Training Framework* 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 implement 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](#)

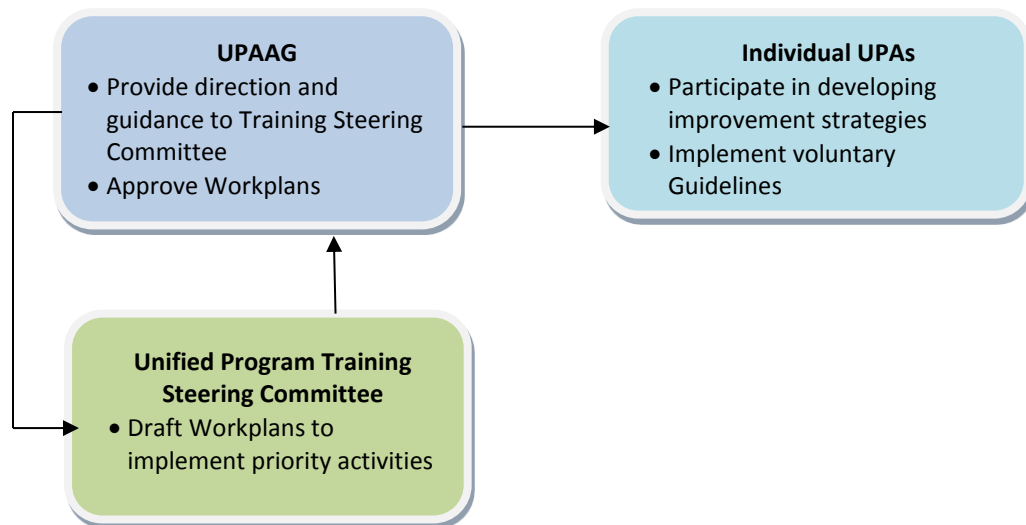
DECISION-MAKING AND APPROVAL PROCESSES

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 Training Framework*. 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 Training Framework*. 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 Training Framework* 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 Training Framework*, 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:

- A complete list of UP training resources including a course compendium 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;
- Further 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

Course Compendium

While tremendous progress has been made in the development of the Course Compendium, the Training Steering Committee will need to do additional research to identify available courses. In addition, the Training Steering Committee may wish to validate existing training courses to ensure they meet the training topics.

Training Calendar

The UP Training Steering Committee will need to develop and maintain a process for the training calendar with a list of training providers and courses to be offered by the state agencies, conferences, colleges, non-government organizations and UPAs. The 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

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.

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APPENDIX A – TRAINING MATRICES

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

Hazardous Material Release Response Plans and Inventories (Business Plans)

The Business Plan 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 CalARP 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

UPAs administer and ensure compliance with state and federal regulations that establish operating requirements and technical standards for tank design and installation, leak detection, spill and overfill control, corrective action, and tank closure. The UPAs underground storage tank program strives to prevent unauthorized releases of tank contents (petroleum or other hazardous substances) from leaking into the soil and contaminating California's groundwater and waterways that are a source of drinking water. UPAs administer the tank regulations by permitting, inspecting, and taking enforcement.

Aboveground Petroleum Storage Act (APSA) program

Local UPAs are responsible for implementing and enforcing the requirements of the Aboveground Petroleum Storage Act. APSA requires tank facility owners and operators to prepare and implement a Spill Prevention Control and Countermeasure (SPCC) plan according to State and Federal standards. Inspectors are required to inspect specified tank facilities at least every three years to ensure compliance with SPCC requirements.

Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs

Federal and state hazardous waste laws and regulations ensure that hazardous wastes are properly identified and managed from cradle to grave. Unified Program Agencies (UPAs) implement and enforce the laws and regulations governing the generation and onsite treatment of hazardous waste. This is done through inspection and outreach programs. UPAs promote pollution prevention and reuse and recycling of hazardous materials and waste as part of the hazardous waste program element.

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.

Common Elements

A significant number of training requirements span all the programs. Examples include inspector health and safety training, general inspection guidelines, etc. To avoid duplication, training common to all programs are listed in the Common Elements section.

UNIFIED PROGRAM - COMMON ELEMENTS

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

TRAINING CATEGORY: BASIC

Basic Entry Requirements	<p>EDUCATION (Based on CCR Title 27)</p> <p>Applies to: Individual CUPA technical program staff and supervisors</p> <p>Must meet the minimum educational requirements in A <u>or</u> B below. NOTE: C provides for substituting qualifying experience for required education. [15260(a)(1)(A)]</p> <p>A. 30 semester units from one or more of the following disciplines:</p> <ul style="list-style-type: none">• Biology or microbiology;• Chemistry, chemical engineering;• Physics, physical science;• Environmental science;• Geology or soil science;• Environmental health;• Environmental or sanitary engineering;• Toxicology;• Industrial hygiene;• Hazardous materials management;• Fire science,• Fire technology; <p style="text-align: center;">- OR -</p> <p>B. Equivalent to graduation with major course work in the disciplines listed above;</p> <p style="text-align: center;">May Substitute the following (C) for required education:</p> <p>C. 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 for up to a maximum of 15 units.</p> <p>Applies to: CUPAs</p> <p>One or more CUPA technical staff or supervisors shall also meet the must meet the minimum educational requirements in A or B below. [15260(b)and (d)(1)]</p>
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TRAINING CATEGORY: BASIC

A. Equivalent to graduation 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

TRAINING AND EXPERIENCE⁴

Applies to: Individual CUPA technical program staff and supervisors

Technical program staff and supervisors shall have 124+ hours of training or experience in the subject areas below. [15260(a)(1)(B) and (d)(3)(B)]

- Regulatory overview;
- Classification, identification, and chemistry of hazardous materials and waste;
- Health and environmental effects of hazardous substances, including chemical exposure and route of entry;
- Sampling methodologies and use of instrumentation for detection and sampling of hazardous substances;
- Conducting inspections and enforcement actions, and writing inspection reports and notice of violation; and,
- Interviewing, case development, and collection and preservation of evidence.

⁴ It is recognized that a newly hired inspector may not enter into the “basic” level having met all the training and experience requirements.

TRAINING CATEGORY: BASIC

Applies to: CUPAs

Technical staff and supervisors of the CUPA and PAs shall receive training in the areas below. [15260(c)]

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

Applies to: Participating Staff

Participating staff shall have a minimum of one year experience in conducting hazardous materials or hazardous waste regulatory compliance inspections. [15260(d)(2)]

Applies to: Staff issuing Enforcement Orders

Staff issuing enforcement orders shall complete the training below. [15260(d)(3)]

- Health and safety training as specified in Title 8;
- 100 hours of training in regulatory investigative techniques, including training in the following subjects:
 - Federal and state statutes and regulations on hazardous waste control;
 - Conducting an inspection;
 - Waste classification;
 - Inspection report writing;
 - Collection and preservation of samples;
 - Enforcement response options;
 - Writing reports of violation;
 - Interviewing;
 - Case development;
 - Collection and preservation of evidence;

TRAINING CATEGORY: BASIC	
	<ul style="list-style-type: none"> ○ Witness training; and, ○ Rules of evidence and the administrative hearing process. ● Twenty-four hours of training in the following additional areas: <ul style="list-style-type: none"> ○ Training on penalty assessment; and, ○ Negotiation techniques. <p>Applies to: CUPAs with Staff issuing Enforcement Orders</p> <p>One or more CUPA technical staff or supervisors, shall meet the training and experience requirements of subdivision (d). [15260(b), 15260(d)(2) and (d)(3)]</p> <ul style="list-style-type: none"> ● A minimum of one year experience in conducting hazardous materials or hazardous waste regulatory compliance inspections. ● Completion of the following training: <ul style="list-style-type: none"> ○ Health and safety training as specified in Title 8; and, ○ 100 hours of training in regulatory investigative techniques, including training in the following subjects: <ul style="list-style-type: none"> ▪ Federal and state statutes and regulations on hazardous waste control; ▪ Conducting an inspection; ▪ Waste classification; ▪ Inspection report writing; ▪ Collection and preservation of samples; ▪ Enforcement response options; ▪ Writing reports of violation; ▪ Interviewing; ▪ Case development; ▪ Collection and preservation of evidence; ▪ Witness training; and ▪ Rules of evidence and the administrative hearing process. ○ Twenty-four hours of training in the following additional areas: <ul style="list-style-type: none"> ▪ Training on penalty assessment; and, ▪ Negotiation techniques.
Core Knowledge and Skills	<p>B-1: Ability to apply basic environmental health & safety principles to inspection and enforcement situations involving hazardous materials and personal safety.</p> <p>B-2: Knowledge of the elements of the unified program, including administrative requirements and regulatory basis.</p>

UNIFIED PROGRAM - COMMON ELEMENTS

TRAINING CATEGORY: BASIC	
	<p>B-3: Basic understanding of CERS (CA Electronic Reporting System) and how local data systems interact with CERS.</p> <p>B-4: Ability to perform basic inspections</p> <p>B-5: Understanding of basic principles of enforcement.</p> <p>B-6: Ability to effectively communicate.</p>
Specialty Knowledge and Skills	None
Certifications	HAZWOPER
Time In Service	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>CE-101: Inspector Health and Safety</p> <ol style="list-style-type: none"> 1. Legal requirements 2. Personal protective equipment 3. Decontamination 4. Onsite procedures 5. Hazard recognition and avoidance 6. Contingency planning 	HAZWOPER-24, 40 hr or agency specific requirement	<p>Initial (24 - 40 hrs)</p> <p>Annual (8 hr refresher)</p>	CCR Sec 5192	B-1
<p>CE-102: Injury and Illness Prevention/Hazard Communication</p> <ol style="list-style-type: none"> 1. Signage, labeling and placarding 2. Awareness of site hazards 3. Training program requirements 4. Documentation 5. Slip, trip and falls 6. Electrical and mechanical 	2 - 4 hrs	Initial and as required by jurisdiction	CCR Title 8, Sec 3203/5194	B-1

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>CE-103: Respiratory Protection Training</p> <p>For field staff required to wear respirators or self contained breathing apparatus.</p> <p>NOTE: This topic may be covered under HAZWOPER training.</p>	2 - 6 hrs	Initial & Annual Refresher	CCR Title 8, Sec 5144	B-1
<p>CE-104: Statutory and Regulatory Overview</p> <ol style="list-style-type: none"> 1. Historical statutory and program perspective 2. State, local, and federal environmental laws and regulations 	8 - 16 hrs	Initial and refresher as needed	CCR Sec 15260	B-2
<p>CE-105: Administrative Overview</p> <ol style="list-style-type: none"> 1. Structure of Unified Program (UP) 2. Goals and objectives of the UP 3. What programs are intended to do 4. Agency relationships 5. Administrative elements such as self audits and CUPA Annual Reports 6. Inspection and Enforcement Plan 7. Permitting - both inspection and enforcement aspects 	2 - 4 hrs	Initial	CCR Sec 15260	B-2
<p>CE-106: General Inspection Guidelines</p> <ol style="list-style-type: none"> 1. Role of the Inspector 2. Science of Environmental Pollution 3. Agency policies 4. Access and entry 5. Inspection and search warrants 6. Interview skills 7. Elements of a violation 8. Violation classification 9. Evidence to prove a violation 10. Environmental sampling 11. Report writing 12. Conducting an inspection/agency procedures 13. Inspection report preparation 14. Return to compliance 	4 hrs (online) 26 hrs classroom	Initial	GC 12812.2 (Equal and consistent enforcement) Title 27 - Section 15260	B-4

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>CE-107: Enforcement</p> <ol style="list-style-type: none"> 1. Enforcement tools/options 2. Formal and informal enforcement 3. Coordination 4. Enforcement within the context of program elements 5. Collection of evidence including basic evidence collection strategies; health and safety protocols; chain of custody, and sample preservation. 6. Basic evidence review including photographic and videographic evidence, document evidence, etc. 7. Understanding of basic enforcement philosophy. 8. Confidentiality 9. Testimony skills 	8 - 10 hrs	Initial	CCR Sec 15260	B-5
<p>CE-108: Basic Toxicology (related to industry being inspected)</p> <ol style="list-style-type: none"> 1. Health effects of common chemicals 2. Routes of exposure 3. Dose/response 4. Other basic toxicology principles 			Title 27 - Sec 15260(a)(1) (B)(iii)	B-1
<p>CE-109: Basic Chemistry Refresher</p> <ol style="list-style-type: none"> 1. Identification of hazardous materials/waste 2. Basic lab analysis 3. Basic instrumentation 			Title 27 - Sec 15260(a)(1) (B)(ii)	B-1
<p>CE-110: Industry-Specific Training</p> <ol style="list-style-type: none"> 1. Overview of processes 2. Hazardous materials used 3. Hazardous waste generated 			No	B- 4
<p>CE-111: Public Records Act/Freedom of Information Act (FOIA)</p> <ol style="list-style-type: none"> 1. Legal requirements 2. Effective documentation 3. Departmental procedures 			No	B-2

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-112: Agency specific topics, which may include health and safety Examples - 1. Confined space training 2. ICS	Various	As needed	Various - topic dependent	B-1
CE-113: Data Collection & Management 1. California Environmental Reporting System (CERS) 2. Agency specific data collection training 3. Interrelationship between all data collection management systems			No	B-3
CE-114: Effective Communication 1. Verbal 2. Written 3. Dealing with difficult people		Initial Refresher as needed	No	B-6

UNIFIED PROGRAM - COMMON 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 more complicated inspections and recognize complex issues.</p> <p>I-2: Ability to read and understand a lab report.</p> <p>I-3: Ability to develop an enforcement case.</p> <p>I-4: Ability to understand industrial processes and laboratory analysis and sampling.</p>
Specialty Knowledge and Skills	I/S-1: Ability to train new employees on basic inspections, enforcement, etc.

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>CE-201: Enforcement</p> <ol style="list-style-type: none"> 1. Case development 2. Rules of evidence 3. Intermediate photographic/video evidence – what and how to photograph; how to document and store photographic evidence. 4. Interview techniques 5. Witness testimony 6. Multi-media inspections and enforcement 7. Report writing 8. Intermediate violation classification 9. Administrative enforcement order (AEO) protocols, options, and penalty calculations. 10. How to make a referral for prosecution. 			CCR Sec 15260	I-3

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-202: Beginning Environmental Crimes <ol style="list-style-type: none"> 1. Criminal, civil, and administrative options 2. Statewide cases 3. Interagency coordination including law enforcement 4. Criminal investigative vs regulatory requirements 5. Case reviews 6. Entry issues 7. Search and inspection warrants 			No	I-3
CE-203: Sampling and Lab Analysis <ol style="list-style-type: none"> 1. Documentation 2. Interpretation of results 3. Lab analysis/requirements 4. Sampling techniques 5. Evidence collection and preservation 6. Field evaluations and instrumentation 7. Application to requirements 8. Field application 	8 - 10 hrs	Initial	Title 27 - Section 15260	I-2
CE-204: Industrial Processes (including Chemistry)			No	I-4
CE-205: Inspections <ol style="list-style-type: none"> 1. Use of department-specific forms 2. Search/inspection warrant and entry issues 3. Notices/reports of violation 4. Universal waste 5. Transportation requirements 			No	I-1
CE-206: Basic Site Remediation Awareness <ol style="list-style-type: none"> 1. Basic coursework regarding cleanup 2. Remediation techniques 3. Who is involved 4. Corrective action 			No	I-1
CE-207: Providing on-the-job training			No	S/I-1

UNIFIED PROGRAM - COMMON ELEMENTS

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills
	Certifications: HAZWOPER (8 hour refresher)
Core Knowledge and Skills	A-1: Ability to coordinate or oversee the most complex enforcement cases.
Specialty Knowledge and Skills	<p>A/S-1: Understanding of complex issues such as environmental justice and public and media communications,</p> <p>A/S-2: Ability to process and oversee site remediation and environmental fate and transport.</p>

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>CE-301: Enforcement : typically includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Criminal investigative techniques 2. Inspection warrant and search warrant support 3. Negotiation techniques 4. Evidence collection , long term preservation, disposal, interpretation of results, federal criteria and analysis protocols compared to California, SW 846 review, sampling techniques, sampling strategies, random sampling protocols, etc. 5. Advanced administrative enforcement orders issues including non-compliance, civil conversions, case studies, financial evaluations, SEPs, subsequent non-compliance issues, etc. 			CCR Sec 15260	A-1

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<ol style="list-style-type: none"> 6. Search warrants, probable cause, evidence necessary to support, documentation and warrant preparation, working with law enforcement. 7. Inspection warrants. 8. Advanced court and legal issues including testimony, rules and procedures of criminal or civil courts, being a good witness, how to prepare, working with your local prosecutor, confidentiality, settlement issues, etc. 9. Statewide enforcement 				
<p>CE-302: Site remediation</p> <ol style="list-style-type: none"> 1. Geology 2. Groundwater fate 3. Toxicology 4. Public right to know 			No	S/A-2
<p>CE-303: Complex Issues</p> <ol style="list-style-type: none"> 1. Environmental justice 2. Public and Media communications 			No	A/S-1

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

Information for the HMMP/HMIS is reflected in this section of the document. 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.

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 the spill release reporting requirements</p> <p>B-2: Understanding of applicability elements of a business plan, including applicability for agricultural handlers</p> <p>B-3: Understanding of the minimum standards for Hazardous Materials Business Plans (HMBP)</p> <p>B-4: Understanding the enforcement and statutory penalties in Chapter 6.95, Article I</p> <p>B-5: Understanding of how the Emergency Planning and Community Right-to-Know Act (EPCRA) as it relates to the Business Plan program</p>
Specialty Knowledge and Skills	None
Certifications	
Time In Service	

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
BP-101: Business Plans <ol style="list-style-type: none"> 1. Business Plan General Requirements 2. Hazardous Materials Inventory Reporting Requirements 3. Alternative Hazardous Materials Inventory Requirements 4. Hazardous Materials Inventory Submittal 5. Hazardous Material Inventory Submission Options 6. Emergency Planning and Community Right to Know Act Compliance Requirements 7. California Fire Code Compliance Requirement 8. Emergency Response Plans and Procedures 9. Training 10. Warning Signs for Agricultural Handlers 	4 - 6 hrs	Initial Refresher as needed	No	B -2 thru 5
BP-102: Business Plan Inspection <ol style="list-style-type: none"> 1. Authority to and frequency of inspection 2. Inspection scope 3. Shadow an experienced inspector 	40 hrs	Initial	No	B-3
BP-103: Spill Release Reporting Requirements <ol style="list-style-type: none"> 1. Release reporting requirements (Federal & State, Prop 65) 2. Definition of a release or a threatened release 3. Courtesy notifications, exemptions, 'non-emergency' & permit-required notifications 4. Type of follow up may be required 	2 -4	Initial Refresher as needed	No	B-1
BP-104: Business Plan Enforcement <ol style="list-style-type: none"> 1. Types of violations 2. Violation classification 3. Violation library 4. Statutory penalties 	2-4	Initial Refresher as needed	No	B-4

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 how mixtures and solutions are to be reported</p> <p>I-3: Understanding of the use and function the Area plan</p>
Specialty Knowledge and Skills	None

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>BP-201: Area Plan Awareness</p> <p>Minimum Standards for Area Plans including:</p> <ol style="list-style-type: none"> 1. Proposed Area Plans 2. Procedures and Protocols for Emergency Rescue Personnel 3. Pre-Emergency Planning 4. Notification and Coordination 5. Training 6. Public Safety and Information 7. Supplies and Equipment 8. Incident Critique and Follow-Up 	1 – 2 hrs	<p>Initial</p> <p>Refresher as needed</p>	No	I-3

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
BP-202: Business Plan Exemptions <ol style="list-style-type: none"> 1. Exemptions identified in Chapter 6.95, Article 1 2. Trade secret 3. Agricultural exemption and requirements 	4	Initial Refresher as needed	No	I-1
BP-203: Mixtures and Solutions <ol style="list-style-type: none"> 1. Definitions 2. Reporting 3. Qualifying 	2-4	Initial and Refresher as needed	No	I - 2

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills
	Certifications: None additional
Core Knowledge and Skills	<p>A-1: Understanding of and ability to apply handler, substances and agency exemptions</p> <p>A-2: Knowledge of custom mixtures and wastes qualifying and reporting</p>
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>BP-301: Handler, Substances and Agency Exemptions</p> <ol style="list-style-type: none"> 1. Notice and Public Hearing 2. Exempting portions of the business plan 3. Written justification 	2-4	Initial and as needed	No	A-1
<p>BP-302: Custom Mixtures and Wastes</p> <ol style="list-style-type: none"> 1. Definitions 2. Qualifying 3. Reporting 	2-4	Initial and as needed	No	A-2

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

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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	<p>B-1: Understand the general requirements of the CalARP program, including the definition of covered process and other requirements</p> <p>B-2: General understanding of the components of a Risk Management Plan, including submission requirements</p> <p>B-3: Understanding of substances regulated under the CalARP program</p>
Specialty Knowledge and Skills	None
Certifications	
Time In Service	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>ARP-101: Basic CalARP Overview</p> <ol style="list-style-type: none"> 1. Purpose and Scope 2. Key Definitions 3. Applicability 4. General Requirements 5. CalARP Program Management System 6. Emergency Information Access 7. Registration 8. RMP – Components and Submission 	2 - 4 hr	Initial Refresher as needed	No	B – 1 thru B - 3

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
9. Hazard Assessment 10. Prevention Programs 11. Emergency Response Program 12. Regulated Substances 13. Other Program Requirements				
CE-102: Awareness of Common CalARP Processes	4-8	Initial and As Needed	No	B-1 and 3

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 stationary source to coordinate with the Administering Agency (i.e., Unified Program Agency).</p> <p>I-2: Ability to perform a Risk Management Plan review process</p> <p>I-3: Understanding of hazard assessment</p> <p>I-4: Understanding the Program 1, Program 2, and Program 3 Prevention Programs, including their similarities and differences</p> <p>I-5: Understanding of the Emergency Response Program element of the CalARP program</p> <p>I-6: Understanding of threshold determination and exemptions/exclusions under the CalARP Program.</p> <p>I-7: Understanding of commonly encountered processes regulated under the CalARP program</p>
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>ARP-201: CalARP General Requirements</p> <ol style="list-style-type: none"> 1. Coordination between the stationary source and Administering Agency (AA) 2. General requirements for Program 1, Program 2, and Program 3 Processes 3. Registration data 4. Submission Process 5. RMP Review Process 6. RMP Offsite Consequence Analysis Component 	12 - 16	Initial and Refresher As Needed	No	I-1, 2, 5 and 6

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<ul style="list-style-type: none"> 7. Differences between a RMP Update/RMP Correction/Covered Process Modification and what documentation is required 8. Emergency Response Program Component 9. Threshold Determinations 				
<p>ARP-202: Hazard Assessment</p> <ul style="list-style-type: none"> 1. Offsite Consequence Analysis Parameters 2. Worst-Case Release Scenario Analysis for toxic gases, toxic liquids, and flammable gases 3. Alternative Release Scenarios Definition of populations 4. Offsite Consequence Analysis, including documentation, review and updating requirements 5. Define Accident and how that could impact a RMP 	8 - 12	Initial and Refresher As Needed	No	I-3
<p>ARP-203: Program 2 Prevention Program</p> <ul style="list-style-type: none"> 1. Safety Information 2. Hazard Review 3. Operating Procedures 4. Training 5. Maintenance 6. Compliance Audits 7. Incident Investigation 	8	Initial and Refresher As Needed	No	I-4
<p>ARP-204: Program 3 Prevention Program</p> <ul style="list-style-type: none"> 1. Process Safety Information 2. Process Hazard Analysis 3. Operating Procedures 4. Training 5. Mechanical Integrity 6. Management of Change 7. Pre-Startup Review 8. Compliance Audits 9. Incident Investigation 10. Employee Participation 11. Hot Work Permit 12. Contractor 	16	Initial and Refresher As Needed	No	I -4

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
ARP-205: Commonly Encountered Processes <ol style="list-style-type: none">1. Water treatment2. Ammonia refrigeration3. Catalytic NOx reduction			No	I-7

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

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 audits</p> <p>A-2: Understanding of and ability to complete a CalARP Performance Audit (self audit), covering the UPA/ AA's CalARP activities for past year</p> <p>A-3: Understanding of common air dispersion models available and possess the ability to review the results.</p> <p>A-4: Understanding of the Local Program Evaluation element of the CalARP program, including dispute resolution.</p> <p>A-5: Understanding and implementation of the graduated enforcement steps for CalARP violations (NOV, AEO, Civil action, etc.)</p>
Specialty Knowledge and Skills	A/S-1: Understanding of jurisdiction-specific CalARP processes.

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
ARP-301: Air Modeling 1. Common air dispersion models available	4	Initial and Refresher as Needed	No	A-3
ARP-302: CalARP Enforcement 1. Enforcement procedures for CalARP facilities 2. Return to compliance timelines	4	Initial and As Needed	No	A- 5

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
ARP-303: Dispute Resolution <ol style="list-style-type: none"> 1. Development of dispute resolution policy 2. Dispute Resolution is in context with the CalARP Program 3. Resolve Dispute Resolution with Cal EMA 4. AA must follow for Dispute Resolution 	4	Initial and Refresher As Needed	No	A-4
ARP-304: Risk Management Plan audits <ol style="list-style-type: none"> 1. Selection of stationary sources for audit 2. Preliminary and final determination 3. Public access to preliminary determination, responses and final determination 	8	Initial and Refresher As Needed	No	A-1
ARP-305: CalARP Performance Audit (self audit) <ol style="list-style-type: none"> 1. Listing of stationary sources which have been requested to develop RMPs 2. Listing of stationary sources which have been inspected 3. Listing of stationary sources that have received public comments on the RMP 4. List of new or modified stationary sources 5. Summary of enforcement actions initiated by the AA 6. Summary of the personnel and personnel years necessary to directly implement, administer, and operate the CalARP Program 7. List of those stationary sources determined by the AA exempt from the chapter 	4	Initial and Refresher As Needed	No	A-2
ARP-306: Jurisdiction-specific CalARP Processes <ol style="list-style-type: none"> 1. Refineries 2. Computer chip manufacturers 3. Research and development laboratories 4. Emerging technologies 			No	A/S-1

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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)
Certifications Required:	International Code Council (ICC) California UST Inspector Certification within 6 months.
Core Knowledge and Skills	<p>B-1: Understanding of General Provisions of the UST Law and Regulations.</p> <p>B-2: Ability to conduct the following during a basic UST inspection:</p> <ul style="list-style-type: none"> Identify compliance and violations; Understand violation classifications; Record Significant Operational Compliance (SOC); Conduct appropriate follow-up including necessary corrective actions. <p>B-3: Familiarity with the components and layout of UST systems.</p> <p>B-4: Understanding of the principles of required UST system testing and reporting of test results.</p> <p>B-5: Familiarity with and ability to assist owners and/or operators with the completion of UST forms.</p> <p>B-6: Understanding of new and existing tank monitoring requirements.</p> <p>B-7: Basic understanding of enforcement options.</p> <p>B-8: Understanding of release recording and reporting requirements.</p> <p>B-9: Understanding basic repairs.</p>
Specialty Knowledge and Skills	None
Time In Service	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>UST-101: Regulatory Framework and Introduction to Tank Components</p> <ol style="list-style-type: none"> 1. Overview of laws and regulations 2. Introduction to tank components and system layouts 	16	One time	No	B-1, B-3, B-6, B-7, B-8

UNDERGROUND STORAGE TANK (UST) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<ul style="list-style-type: none"> 3. Monitoring requirements 4. Release recording and reporting requirements 				
<p>UST-102: UST Inspections</p> <ul style="list-style-type: none"> 1. Inspection coordination 2. Pre-inspection review (forms, Monitoring & ER Plans) 3. Processing and approval of forms 4. On-site Inspection procedures 5. Post-inspection (follow-up report) 6. SOC training 	<p>40</p> <p><i>w/ X hours (# of inspections shadowing inspector)</i></p>	One time	<p>H&SC, Ch. 6.7, Sec. 25284.1(a)(4)(A)(i);</p> <p>23 CCR , Sec. 2715(j)</p> <p>Referenced in 27 CCR Sec 15260</p>	B-2, B-3, B-5
<p>UST-103: Significant Operational Compliance (SOC) Requirements</p> <ul style="list-style-type: none"> 1. Release detection 2. Release prevention 3. Identify SOCs 			No	B-2
<p>UST-104: UST Systems Testing</p> <ul style="list-style-type: none"> 1. Primary integrity testing 2. Monitoring system certification 3. Review of all testing and certification reports for above 			No	B-4
<p>UST-105: Enforcement Options</p> <ul style="list-style-type: none"> 1. Enforcement overview 2. Enforcement options 			No	B-7
<p>UST-106: UST Repair</p> <ul style="list-style-type: none"> 1. Scope of repairs 2. Repairs to UST components 3. Required qualifications and certifications 4. Repair permit conditions 			No	B-9
<p>UST-107: ICC Test Preparation</p>			No	B-1 – B-9

UNDERGROUND STORAGE TANK (UST) PROGRAM

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of UST Basic Core Knowledge and Skills.
Certifications Required:	International Code Council (ICC) California UST Inspector Certification HazWoper 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.</p> <p>I-3: Ability to approve and inspect simple upgrade/modifications.</p> <p>I-4: Ability to perform tank removal inspections.</p> <p>I-5: Ability to determine which violations and classifications of UST violations apply in an UST enforcement action.</p> <p>I-6: Ability to prepare enforcement actions for violations of the UST Program requirements.</p> <p>I-7: Understanding of and ability to determine UST systems that meet exemption requirements.</p> <p>I-8: Maintenance of International Code Council (ICC) California UST Inspector Certification</p>
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>UST-201: Advanced UST Inspections</p> <ol style="list-style-type: none"> 1. Understanding UST system requirements by installation date 2. Understanding how leak detection systems function 3. Classification of UST violations 	16+		No	I-1, I-3, I-5

UNDERGROUND STORAGE TANK (UST) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
UST-202: UST Installation Inspection Workshop <ol style="list-style-type: none"> 1. Approved component (tank/piping/sump/UDC) 2. Leak detection 3. Installation/testing 4. Post construction testing (ELD) 5. Contractor specific information 6. Initial inspection 7. Monitoring Plan 8. Subsequent annual inspections 	8	One time	No	I-2
UST-203: UST Simple Upgrade/Modification Inspections <ol style="list-style-type: none"> 1. Approved components 2. Contractor specific information 3. Post-upgrade/modification testing 4. Documentation including test results and changes to Monitoring Plan 5. Tank lining 	8	One time	No	I-3
UST-204: UST Removal/Closure <ol style="list-style-type: none"> 1. Work Plan/H&SP 2. Health and safety considerations 3. Soil samples including collection, reporting and analysis 			No	I-4
UST-206: UST System Exemptions <ol style="list-style-type: none"> 1. Construction 2. Leak detection 3. Application 			No	I-1, I-7
UST-207: California UST Inspector Certification – Continuing Education	16	Every 24 months	23 CCR, Sec 2715(j)	I-8

UNDERGROUND STORAGE TANK (UST) PROGRAM

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of UST Intermediate Core Knowledge and Skills.
Certifications Required:	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 installations or complex modifications of components.</p> <p>A-3: Ability to process a request for a site-specific variance that allows an alternative method of construction or monitoring.</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 and state-wide and/or multi-jurisdictional cases.</p> <p>A-5: Ability to troubleshoot UST issues.</p>
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
UST-301: Advanced UST Inspector Training <ol style="list-style-type: none"> 1. Advanced inspection procedures 2. UST installation Plan review 3. Enforcement actions 4. Red Tag enforcement process 	16	One time	No	A-1, A-2, A-4
UST-302: Train-the-Trainers Staff Training <ol style="list-style-type: none"> 1. Understand Title 23, Chapter 16. 2. Understand H & SC, Chapter 6.7. 3. Understand H & SC, Chapter 6.75. 4. Performing UST oversight inspections/ride alongs. 5. Knowledge of the types of systems within jurisdiction. 			No	A-1

UNDERGROUND STORAGE TANK (UST) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>UST-303: Review and Approval of UST Installation or Modification Plans</p> <ol style="list-style-type: none"> 1. All types of systems; VPH, generator, based on install date. 2. All equipment, piping, monitoring equipment, based in install date and contents of tank 3. All uses of tanks (generator sites, elevator sub-basements, alternative fuels) 4. Compatibility 			No	A-2, A-3
<p>UST-304: Site-specific Variances for Construction or Monitoring Alternatives</p> <ol style="list-style-type: none"> 1. Processing requests 2. Determination of what is allowed under variance process 3. Recordkeeping and follow-up for variances granted 			No	A-3
<p>UST-305: Tracking and Record Up-keep of Enforcement Actions</p> <ol style="list-style-type: none"> 1. How to use your database 2. Steps to elevate violations 3. Storage of enforcement documents 			No	A-4
<p>UST-306: Troubleshooting UST Issues</p> <ol style="list-style-type: none"> 1. Understanding of issue and guidance to resolve problem 			No	A-5

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)
Certifications Required:	N/A
Core Knowledge and Skills	<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: Ability to define APSA and SPCC terms and concepts.</p> <p>B-4: Understanding how the APSA program applies to all types of regulated facilities and equipment.</p> <p>B-5: Understanding of APSA exempt tanks.</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 an inspection at a site with less than 10,000 gallons of petroleum (ex. SPCC Plan verification).</p> <p>B-9: Ability to process Tank Facility Statements.</p> <p>B-10: Ability to identify and classify violations and demonstrate a basic understanding of UPAs' associated penalty amounts for APSA violations.</p>
Specialty Knowledge and Skills	None
Time In Service	6 months

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
APSA-101: APSA Overview <ol style="list-style-type: none"> 1. History 2. Purpose 3. Administration 4. Structure & key provisions 5. Interrelationship between APSA and the federal SPCC program 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-1, B-2, B-3
APSA-102: APSA Definitions <ol style="list-style-type: none"> 1. SPCC Definitions 2. Definitions specific to APSA 3. Differences in definitions between APSA and SPCC 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-1, B-2, B-3
APSA-103: Federal Oil Spill Prevention Program (SPCC) <ol style="list-style-type: none"> 1. History 2. Overview 3. Structure and key provisions 4. Program differences between APSA and SPCC 		1 time only (Refresher recommended every other year)	40 CFR 112	B-1, B-2, B-3, B-6
APSA-104: APSA Program Applicability <ol style="list-style-type: none"> 1. Storage capacity determination 2. Petroleum vs. oil 3. Exempt tanks 4. Transportation-related facilities 5. Applicability differences between APSA and SPCC 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-1, B-2, B-3, B-4, B-5, B-8
APSA-105: APSA Exemptions <ol style="list-style-type: none"> 1. Specified conditions for exemption 2. Exempt tanks 3. Conditions for exempting oil-filled electrical equipment 4. Differences in exemptions under APSA and SPCC 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-1, B-2, B-3, B-4, B-5

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
APSA-106: Regulated Facilities Under APSA <ol style="list-style-type: none"> 1. Tier I and Tier II Qualified facilities 2. Facilities that do not meet qualified facility conditions 3. Non-transportation related facilities 4. Facilities conditionally exempt from SPCC Plan preparation requirement 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-1, B-2, B-3, B-4
APSA-107: SPCC Plan Components <ol style="list-style-type: none"> 1. Template plans vs. standard SPCC Plans 2. Follows rule sequence or cross-reference 3. Written inspection & integrity testing procedures and schedules 4. Owner or PE certification 5. Certification of no substantial harm 6. Facility diagram 7. Security 8. Spill predictions 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-2, B-6, B-8
APSA-108: Preparing and Implementing SPCC Plans <ol style="list-style-type: none"> 1. Amending plan 2. Documented 5-year review 3. Inspections & integrity testing consistent with procedures established in SPCC Plan 4. Required training & spill prevention briefings 5. Plan consistent with actual conditions 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-2, B-6, B-8
APSA-109: Inspector Health and Safety <ol style="list-style-type: none"> 1. Unique hazards associated with oil-handling facilities 2. Hazards of inspecting petroleum operational areas 3. Inhalation hazards associated with petroleum 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-7, B-8

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
APSA-110: APSA Inspections of Facilities with Storage Capacity less than 10,000 gallons <ol style="list-style-type: none"> 1. Determination of Tier I / Tier II eligibility 2. Tier I Template SPCC plans 3. Scope of inspection 4. Performance-based standards 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-8
APSA-111: APSA Violations and Penalties <ol style="list-style-type: none"> 1. Authority 2. Identifying and Classifying 3. How to cite 4. APSA requirements subject to penalties 5. Amount of civil penalties 6. Distribution of recovered penalty fees 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-8, B-10
APSA-112: Annual Tank Facility Statements <ol style="list-style-type: none"> 1. Processing 2. Required information 3. Limitations of information provided 4. Business Plan in lieu of Tank Facility Statement 		1 time only (Refresher recommended every other year)	H&SC, Chapter 6.67 Section 25270.5	B-9

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Complete Cal EPA APSA Training Pass Inspector Exam Demonstrated proficiency of APSA Basic Core Knowledge and Skills.
Certifications Required:	N/A
Core Knowledge and Skills	<p>I-1: Ability to perform detailed inspections at most APSA facilities.</p> <p>I-2: In depth understanding and application of the more complex APSA and SPCC concepts.</p> <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>
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
APSA-201: Detailed APSA Inspections <ol style="list-style-type: none"> 1. Scope of Inspection 2. Detailed SPCC Plan Review 3. Performance Standards and the PE Certification 4. When to refer a facility to US EPA 			No	I-1
APSA-202: Complex APSA and SPCC Concepts <ol style="list-style-type: none"> 1. Transportation vs. Non-transportation (pipeline operations, oil/marine terminals, marinas, onsite mobile equipment, etc.) 2. Vaulted tanks 3. Oil filled electrical equipment 4. Oil water clarifiers/separators 			No	I-1, I-2

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
5. Available Resources (EPA Guidance, webinars, DOT MOU, etc.)				
APSA-203: Verification of Secondary Containment Compliance <ol style="list-style-type: none"> 1. Requirements 2. Calculations 3. General secondary containment 4. Sized secondary containment 5. Impracticability Determinations 			H&SC, Chapter 6.67 Section 25270.5	I-2
APSA-204: Compliance Verification with Industry Standards <ol style="list-style-type: none"> 1. Overview of Industry Standards 2. Equipment/Tank Testing 3. Inspection Requirements 4. Conditionally exempt facilities 			H&SC, Chapter 6.67 Section 25270.5	I-1, I-3
APSA-205: Advanced SPCC Requirements <ol style="list-style-type: none"> 1. Technical amendment implementation verification 2. SPCC for multiple locations 3. Reportable Discharge History Requirements 4. Environmental Equivalence Requirements 			No	I-2
APSA-206: Petroleum Spill Reporting Requirements <ol style="list-style-type: none"> 1. Federal 2. State and Local 3. Potential impacts on SPCC Plans 4. Coordination with other reporting requirements 			No	I-4
APSA-207: Releases from Tank Facilities <ol style="list-style-type: none"> 1. Response 2. Clean up and Abatement 3. Agency Roles and Responsibilities 			No	I-5
APSA-208: APSA Enforcement <ol style="list-style-type: none"> 1. Appropriate citations and documentation for APSA violations 2. Development of enforcement cases 3. Case studies 			No	I-6

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of APSA Intermediate Core Knowledge and Skills.
Core Knowledge and Skills	<p>A-1: Ability to inspect facilities that use environmental equivalence measures and impracticability determinations for compliance.</p> <p>A-2: Detailed knowledge and familiarity with various industry inspection and testing standards for different types of tanks (API 653, STI SP001, etc.)</p> <p>A-3: Ability to provide classroom and on-the-job training for new inspectors on various complex topics.</p>
Specialty Knowledge and Skills	<p>A/S-1: Ability to inspect oil refineries.</p> <p>A/S-2: Ability to inspect oil terminals.</p> <p>A/S -3: Ability to inspect marine terminals.</p> <p>A/S-4: Ability to make a determination if installation of secondary containment at an exempted tank facility is required.</p>

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>APSA-301: Inspection of Facilities Utilizing Rule-Based Compliance Flexibility</p> <ol style="list-style-type: none"> 1. Facility Response Plan 2. Oil Spill Contingency Plan 3. Reviewing Environmental Equivalence 4. Reviewing Impracticability Determination 5. Inspecting for Compliance 			H&SC, Chapter 6.67 Section 25270.5	A-1, A/S-1, A/S-2, A/S-3
<p>APSA-302: Advanced Industry Standards</p> <ol style="list-style-type: none"> 1. Outline of Reference Documents (API 653, STI SP001, etc.) 2. Detailed Application of Standards 3. Tank Manufacturers and Other Resources 			No	A-2

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>APSA-303: Train-the-Trainers to provide classroom/on-the-job training for new Inspectors on various complex APSA/SPCC topics including:</p> <ol style="list-style-type: none"> 1. Key APSA and SPCC Definitions 2. Applicability Differences Between APSA and SPCC 3. How to Review SPCC Plan components, preparation and implementation 4. How to Verify Secondary Containment Compliance 5. Impracticability and Environmental Equivalence 6. How to Verify Compliance with Required Inspections and Testing 7. UPA Inspection and Enforcement Mandates and Policies 8. Resources for Inspectors 			NO	A-2
<p>APSA-304: APSA Inspection of an Oil Refinery</p> <ol style="list-style-type: none"> 1. Overview of Oil Refinery operations 2. Where APSA applies to a refinery 3. Inspection Considerations 			No	A/S-1
<p>APSA-305: APSA Inspection of an Oil Terminal</p> <ol style="list-style-type: none"> 1. Overview of Oil Terminal operations 2. Where APSA applies to an Oil Terminal 3. DOT exemptions 4. Inspection Considerations 			No	A/S-2
<p>APSA-306: APSA Inspection of a Marine Terminal</p> <ol style="list-style-type: none"> 1. Overview of Marine Terminal operations 2. Where APSA applies to a Marine Terminal 3. Transportation exemptions 4. Inspection Considerations 			No	A/S-3

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>APSA-307: Secondary Containment Determinations for Exempted Facilities</p> <ol style="list-style-type: none"> 1. Factors for Consideration including: <ol style="list-style-type: none"> a. Conditions for exemptions b. General containment c. Secondary containment d. Scientific calculations e. Proximity to Waters of the State 2. Navigable Water vs. Waters of the State 			H&SC, Chapter 6.67 Section 25270.5	A/S-4

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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 general provisions of the Hazardous Waste Generator Program laws and regulations.</p> <p>B-2: Knowledge of universal waste rules.</p> <p>B-3: Ability to determine hazardous waste generator status and violation classifications.</p> <p>B-4: Knowledge of common hazardous waste generator facilities including, but not limited to auto repair shops, dry cleaning operations, machine shops, printing operations and retail stores.</p> <p>B-5: Basic understanding of waste determinations.</p> <p>B-6: Knowledge of hazardous waste inspection tools.</p>
Specialty Knowledge and Skills	None
Time In Service	6 months

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>HW-101: Hazardous Waste Generator Program Laws and Regulations including:</p> <ol style="list-style-type: none"> 1. Generator status 2. Hazardous waste container/tank standards 3. Hazardous waste labeling standards 4. Accumulation time 5. Shipping paperwork: manifest, consolidated manifest, bill of lading, manifest correction letters 6. Reports including Biennial Report, EPA ID Verification Questionnaire and 			CCR, Title 27, Sec 15260	B-1, B-4, B-5

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

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
Exceptions Report 7. Common exception and exemptions (where to find) 8. Employee training 9. Contingency plan requirements				
HW-102: Hazardous Waste Inspections 1. Classification of generators 2. Classification of hazardous waste 3. Classification of violations 4. Identify waste treatment when you see it			No	B-1, B-3, B-4, B-5
HW-103: Waste Release/Spill Identification 1. Recognition and identification of waste release 2. Reporting 3. Contingency Plan review 4. Collection of documentation or waste samples including analytical data 5. Enforcement preparation			No	B-1
HW-104: Universal Waste 1. Generator status 2. Management standards 3. Labeling standards 4. Accumulation time 5. Shipping paperwork: manifest, consolidated manifest, bill of lading 6. Employee training			No	B-2, B-3, B-5
HW-105: Inspection Tools and Libraries 1. Finding electronic information including DTSC Fact Sheets, RCRA laws and regulations, Hazardous Waste Tracking System (HWTS), etc.			No	B-6

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

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of Haz Waste Basic Core Knowledge and Skills.
Certifications Required:	N/A
Core Knowledge and Skills	<p>I-1: Detailed understanding of waste determination.</p> <p>I-2: Ability to determine adequacy of tank system assessment.</p> <p>I-3: Understanding of recycling standards.</p> <p>I-4: Understanding of hazardous waste treatment processes.</p> <p>I-5: Understanding of land disposal restrictions.</p> <p>I-6: Understanding of SB 14 rules.</p> <p>I-7: Awareness of changing laws, regulations, guidance and interpretations</p>
Specialty Knowledge and Skills	I/S-1: Ability to lead inspections at complex facilities (i.e. bio tech, metal finishing, plating shop, PBR facilities, etc.)
Certifications	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>HW-201: Hazardous Waste Determination</p> <ol style="list-style-type: none"> 1. RCRA or non-RCRA 2. Listed waste 3. Characteristic waste 4. Generator knowledge vs. lab testing 			CCR, Title 27, Sec 15260	I-1

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

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-202: Lab analysis <ol style="list-style-type: none"> 1. Reading the analytical report 2. Quality Assurance & Quality Control 3. Understanding footnotes 			CCR, Title 27, Sec 15260	I-1
HW-203: California vs. RCRA Toxicity Regulations <ol style="list-style-type: none"> 1. Understanding California toxicity 2. Understanding RCRA toxicity 3. Methodologies used in toxicity testing 4. Hazardous waste classification laws and regulations. 			No	I-1
HW-204: Lead Complex Hazardous Waste Inspections including: <ol style="list-style-type: none"> 1. Bio-tech inspections 2. Metal finishing inspections 3. Circuit board manufacturing inspections 			No	I-1, I-2, I-3, I-4 I/S-1
HW-205: Hazardous Waste Tank Systems <ol style="list-style-type: none"> 1. Identify hazardous waste tank systems 2. Review tank certifications 3. Understanding secondary containment and leak detection requirements 4. Understanding ancillary requirements 5. Seismic Review 			No	I-2
HW-206: Recycling laws <ol style="list-style-type: none"> 1. RCRA vs. California 2. Exemptions 3. Exclusions 4. Sham recycling 			No	I-3

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

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-207: Hazardous Waste Treatment / Tiered Permitting <ol style="list-style-type: none"> 1. Ability to identify PBR, CA, CE treatment and units 2. Understanding the definition of a “Unit” 3. Certification of hazardous waste environmental technologies 4. Exemptions and Notifications 			No	I-4
HW-208: Land Disposal Restrictions <ol style="list-style-type: none"> 1. Onsite or Offsite Treatment 2. Treatment Standards 3. Understanding dilution prohibitions 4. Generator paperwork requirements 5. Generators vs. Treatment Storage and Disposal (TSD) facilities to determine treatment standards 			No	I-5
HW-209: Pollution Prevention / SB14 <ol style="list-style-type: none"> 1. Source reduction evaluation review and plan 2. Hazardous Waste Management Performance Report 3. Summary Progress Report 			No	I-6
HW-210: Changing Laws, Regulations, Guidance and Interpretations <ol style="list-style-type: none"> 1. Legislative updates 2. Regulatory updates 3. Policy updates 			No	I-7

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

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
<p>HW-211: Lead Inspections at PBR Facilities</p> <ol style="list-style-type: none"> 1. PBR tank system assessments and certification 2. PBR inspections, 3. PBR regulations 4. PBR Phase I Assessments 5. Point of waste generation issues 			No	I/S-1

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

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of Haz Waste Intermediate Core Knowledge and Skills.
Core Knowledge and Skills	<p>A-1: Understanding of RCRA air emission requirements.</p> <p>A-2: Understanding of financial responsibility and assurance (tiered permitting).</p> <p>A-3: Familiarity with SW 846 protocols and understanding of how to read SW 846.</p> <p>A-4: Ability to review and oversee facility closure (tiered permitting).</p> <p>A-5: Understanding cross programmatic (CUPA-non-CUPA) issues (i.e. med waste/pharma, contamination/remediation, mixed waste, special wastes, etc.)</p> <p>A-6: “Full assessment” of hazardous waste program</p>
Specialty Knowledge and Skills	<p>A/S-1: Ability to lead inspections at oil refineries.</p> <p>A/S-2: Corrective Action case management proficiency for site assessment and mitigation of potential hazardous materials releases.</p> <p>A/S-3: Ability to lead hazardous waste inspections at large federal facilities, research institutes and universities.</p>

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-301: RCRA Air Emission Requirements <ol style="list-style-type: none"> 1. Principles of Air Monitoring 2. Air emissions controls, 3. Air emissions permitting requirements 4. RCRA Air Emissions AA,BB,CC 			No	A-1
HW-302: Financial Assurance for Tiered Permitting. <ol style="list-style-type: none"> 1. PBR, CA Financial Assurance mechanisms 2. PBR Closure Cost Estimate 			No	A-2

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

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-303: SW 846 Protocols <ol style="list-style-type: none"> 1. Familiarity with SW 846 protocols and understanding of how to read SW 846. 2. Sample Analysis Planning (SAP) 3. Site Characterizations and SAPs 4. EPA sampling methods 5. Statistical analyses as it relates to representative sampling. 			No	A-3
HW-304: Site Assessment and Mitigation <ol style="list-style-type: none"> 1. Sampling using the Triad approach 2. Site clean-up 3. Tiered permitting facility closure 4. Corrective action 			No	A-4 A/S-2
HW-305: Medical Waste Generators <ol style="list-style-type: none"> 1. RCRA Waste Pharmaceuticals and Chemotherapy Agents 2. U-listed waste (toxic) 3. P-listed waste (acutely hazardous) and Empty containers 4. Characteristic waste 			No	A-5
HW-306: Cross-programmatic Issues (including but not limited to): <ol style="list-style-type: none"> 1. Containment / remediation 2. Mixed waste 3. Special wastes 4. Hazardous waste transportation standards and DTSC hauler registration program 			No	A-5

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

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-307: Advanced RCRA requirements <ol style="list-style-type: none"> 1. Complexities of recycling 2. Interpretations of RCRA laws 3. Waste counting 4. Import and export of hazardous waste 			No	A-6
HW-308: Lead inspections at oil refineries <ol style="list-style-type: none"> 1. Oil refineries processes 2. Oil refineries inspections 3. Complex Case Development 			No	A/S-1
HW-309: Inspections at: <ol style="list-style-type: none"> 1. Federal facilities 2. Research facilities 3. Universities 4. Other emergent complex facilities 			No	A/S-3

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

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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 TRAINING PLAN

Employee Training Plan / Record Level: BASIC

Name: _____

UPA: _____

✓	Training Classes	Class Hours	Frequency	Program Element	Training Topics	Core/specialty knowledge and skills addressed	Completion Date
	Effective Communication		One-time	Common Elements	CE-101	B-6	
	Inspector Health & Safety	24	One-time	Common Elements	CE-102	B-1	
	Inspector Health & Safety	40	One-time	Common Elements	CE-102, CE-103	B-1	
	Statutory and Regulatory Overview	8 – 16	One-time	Common Elements	CE-108	B-2	
	Administrative Overview	2 – 4	One-time	Common Elements	CE-103	B-2	

The above is an example only of how this Training Plan / Record might be used – a blank form is provided on the next page)

Employee Training Plan / Record
Level: BASIC

Name: _____

UPA: _____

✓	Training Classes	Class Hours	Frequency	Program Element	Training Topics	Core/specialty knowledge and skills addressed	Completion Date

APPENDIX C – COURSE COMPENDIUMS

Common Elements Course Compendiums:

Hazardous Materials Release Response Plans and Inventories (Business Plans) Course Compendium

Cal ARP Course Compendium

UST Course Compendium

APSA Course Compendium

Hazardous Waste/Tiered Permitting Course Compendium

Note: Additional information on courses can be obtained from your CUPA Regional Training Coordinator

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COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
CE 101: Inspector Health and Safety <ol style="list-style-type: none"> 1. Legal requirements 2. Personal protective equipment 3. Decontamination 4. Onsite procedures 5. Hazard recognition and avoidance 6. Contingency planning 	HAZWOPER	Course – 40 Hours	Provide in-house or from various training sources depending on local agency requirements
	HAZWOPER	Course – 24 Hours	Provide in-house or from various training sources depending on local agency requirements
	Health and Safety Considerations During Accident Investigations	Video – 4 parts	CUPA Forum Website – 2009 Training Videos http://www.calcupa.net/training/training_video_library.asp
	Fundamental Inspector Course Module 5 - Health and Safety (BIA Online)	Online Course	Course Coordinator: Alan Ito Phone: (916) 255-3627 Email: aito@dtsc.ca.gov
	Basic Inspector Survival	Video	CUPA Forum Website – 2010 Training Videos http://calcupa.net/training/training_video_library.asp
	First Responder Operations	Course – 2 day	Cal EMA - CSTI Instructor: Vance Bennett Registrar: (805) 549-3344 or CSTIhm@calema.ca.gov Availability: Offered by Agency Contract
	First Responder Operations - Decontamination	Course – 1 day	Cal EMA - CSTI Instructor: Vance Bennett Registrar: (805) 549-3344 or CSTIhm@calema.ca.gov Availability: Offered by Agency Contract

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	First Responder Operations/Awareness - WMD	Course – 1 day	Cal EMA - CSTI Instructor: Vance Bennett Registrar: (805) 549-3344 or CSTIhm@calema.ca.gov Availability: Offered by Agency Contract
ADDITIONAL TRAINING REFERENCE MATERIALS			
	Confined Spaces	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Confined Space Document	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Hazardous Materials and Waste Exposures	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Inspector Health Hazards	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Inspector Hazards	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	NES COPS Safety & Awareness	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Physical Hazards: Noise, Radiation and Ergonomics	PowerPoint Presentation	CUPA Forum Website – 2008 & 2007 Conference Presentations http://calcupa.net/conferen

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
			ce/2008/default.asp http://calcupa.net/conference/2007/default.asp
	Chemical Risks	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
CE 102: Injury and Illness Prevention/Hazard Communication	Various		Provide in-house or from various training sources depending on local agency requirements
<ol style="list-style-type: none"> 1. Signage, labeling and placarding 2. Awareness of site hazards 3. Training program requirements 4. Documentation 5. Slip, trip and falls 6. Electrical and mechanical 	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Preventing Heat Related Illnesses	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	CSB Safety Video	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Cal/OSHA Heat Illness Prevention: What you need to know	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Slips, Trips and Falls	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Environmental Hazards – Health	PowerPoint Presentation	CUPA Forum Website – 2007 & 2006 Conference Presentations http://calcupa.net/conference/2007/default.asp http://calcupa.net/conference/2006/default.asp

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	Thermo Stress	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Basic Survival 101	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Basic Survival 101 Communication	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Workplace Violence	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
CE 103: Respiratory Protection Training For field staff required to wear respirators or self contained breathing apparatus. This topic may be covered under HAZWOPER training.			
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Respirators and PPE EPA Levels of Protection Site Control/Decontamination Heat Illness Prevention	PowerPoint Presentation	CUPA Forum Website – 2008 & 2007 Conference Presentations
CE 104: Statutory and Regulatory Overview 1. Historical statutory and program perspective 2. State, local, and federal environmental laws and regulations	Fundamental Inspector Course Module 2 – Environmental Law (BIA Online)	Online Course	Course Coordinator: Alan Ito Phone: (916) 255-3627 Email: aito@dtsc.ca.gov

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Codes-Codes – and Requirements 1 & 2	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	40 CFR	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Introduction to the California Environmental Quality Act	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Environmental History	PowerPoint Presentation 2 Images	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	USEPA Regulatory Update, Emergency Planning and Risk Management	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Clean Air Act Section 112 [®] Federal Program Update	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
CE 105: Administrative Overview <ol style="list-style-type: none"> 1. Structure of Unified Program (UP) 2. Goals and objectives of the UP 3. What programs are intended to do 4. Agency relationships 5. Administrative elements such as self audits and CUPA Annual Reports 	Unified Inspection and Enforcement Guidance Overview	Video – 3 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information	
6. Inspection and Enforcement Plan 7. Permitting - both inspection and enforcement aspects				
CE 106: General Inspection Guidelines <ol style="list-style-type: none"> 1. Role of the Inspector 2. Science of Environmental Pollution 3. Agency policies 4. Access and entry 5. Inspection and search warrants 6. Interview skills 7. Elements of a violation 8. Violation classification 9. Evidence to prove a violation 10. Environmental sampling 11. Report writing 12. Conducting an inspection/agency procedures 13. Inspection report preparation 14. Return to compliance 	Conducting Effective Interviews	Video – 3 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp	
	Conducting Effective Interviews	Video – 4 parts	CUPA Forum Website –2008 http://calcupa.net/training/training_video_library.asp raining Videos	
	Conducting More Effective Interviews	Course – 1 day	Western States Project (602) 542-8510 or wsp@regionalassociations.org and Cal/EPA	
	Cal/EPA Basic Inspector Academy	Course - 3 ½ Days	Course Coordinator: Alan Ito Phone: (916) 255-3627 Email: aito@dtsc.ca.gov	
	Gathering and Presenting Evidence	Video – 4 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp	
	Gathering and Presenting Evidence	Video – 3 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp	
	Internet Research for Inspection and Enforcement	Video – 3 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp	
	ADDITIONAL TRAINING REFERENCE MATERIALS			
	Gathering and Presenting Evidence	PowerPoint Presentation	CUPA Forum Website – 2009 & 2007 Conference Presentations http://calcupa.net/conference/2009/default.asp http://calcupa.net/conference/2007/default.asp	

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	Writing Inspection Reports	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Drum and Tank Sampling	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Writing Inspection Reports and Documenting Violations	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Report Writing for Environmental Inspectors	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Evidence to Prove a Violation Part 1 and 2	2 PowerPoint Presentations	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Elements of a Violation	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Inspection Overview	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations
	Classification of a Violation Guidance	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Violation Classification	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information	
	Violation Determination	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp	
	Compliance Inspections – Checklist and Guidance Workshop	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	
CE 107: Enforcement <ol style="list-style-type: none"> 1. Enforcement tools/options 2. Formal and informal enforcement 3. Coordination 4. Enforcement within the context of program elements 5. Collection of evidence including basic evidence collection strategies; health and safety protocols; chain of custody, and sample preservation. 6. Basic evidence review including photographic and video graphic evidence, document evidence, etc. 7. Understanding of basic enforcement philosophy. 8. Confidentiality 9. Testimony skills 	Cal/EPA Basic Inspector Academy	Course - 3 ½ Days	Course Coordinator: Alan Ito Phone: (916) 255-3627 Email: aito@dtsc.ca.gov	
	AEO: The Basics	Video – 4 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp	
	Introduction to Environmental Enforcement	Course – 3 day	Western States Project (602) 542-8510 or wsp@regionalassociations.org and Cal/EPA	
	ADDITIONAL TRAINING REFERENCE MATERIALS			
	What Can Your DA Do For You	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp	
	AEO the Basics	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp	
	AEO Basics	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	
	Enforcement Options	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp	

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	Administrative Enforcement	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Enforcement Options and Violation Classification Guidance	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
CE 108: Basic Toxicology (related to industry being inspected) <ol style="list-style-type: none"> 1. Health effects of common chemicals 2. Routes of exposure 3. Dose/response 4. Other basic toxicology principles 			
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	The Toxicity Characteristic	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
CE 109: Basic Chemistry Refresher <ol style="list-style-type: none"> 1. Identification of hazardous materials/waste 2. Basic lab analysis 3. Basic instrumentation 	Chemistry for CUPA Inspectors	Video – 4 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Chemistry for CUPA Inspectors	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
CE 110: Industry-Specific Training <ol style="list-style-type: none"> 1. Overview of processes 2. Hazardous materials used 3. Hazardous waste generated 	Alternative Textile Cleaning Processes and Spotting Chemicals: Will They Really Be Safe	Video – 3 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp
	Bio-Technology Overview	Video – 3 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Retail Stores	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Hospital Inspections	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Liquid Carbon Dioxide Cleaning	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Metal Finishing 101	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
CE 111: Public Records Act/Freedom of Information Act (FOIA) <ol style="list-style-type: none"> 1. Legal requirements 2. Effective documentation 3. Departmental procedures 			
CE 112: Agency specific topics, which may include health and safety Examples - <ol style="list-style-type: none"> 1. Confined space training 2. ICS 			
CE 113: Data Collection & Management <ol style="list-style-type: none"> 1. California Environmental Reporting System (CERS) 2. Agency specific data collection training 3. Interrelationship between 	Mandatory Electronic Reporting for Business and Local Agencies	Video – 4 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp

COMMON ELEMENTS COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
all data collection management systems	ADDITIONAL TRAINING REFERENCE MATERIALS		
	CERS Implementation Plan	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Electronic Reporting	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Data Imaging	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
CE 114: Effective Communication 1. Verbal 2. Written 3. Dealing with difficult people	Verbal Judo	Video – 3 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Conflict: The Challenge and the Opportunity	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	The Business of Listening	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Understanding and Using Emotional Intelligence	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Tactical Communication?	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp

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COMMON ELEMENTS COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information	
<p>CE 201: Enforcement</p> <ol style="list-style-type: none"> Case development Rules of evidence Intermediate photographic/video evidence – what and how to photograph; how to document and store photographic evidence. Interview techniques Witness testimony Multi-media inspections and enforcement Report writing Intermediate violation classification Administrative enforcement order (AEO) protocols, options, and penalty calculations. How to make a referral for prosecution. 	<p>AEO Issues Collections and Defaults</p>	<p>Video – 3 parts</p>	<p>CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp</p>	
	<p>AEO: Penalty Calculation and Settlement</p>	<p>Video – 4 parts</p>	<p>CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp</p>	
	<p>Communication Skills for Regulatory Inspectors</p>	<p>Course – 3 day</p>	<p>Western States Project (602) 542-8510 or wsp@regionalassociations.org and Cal/EPA</p>	
	ADDITIONAL TRAINING REFERENCE MATERIALS			
	<p>AEO: Penalty Calculation and Settlement</p>	<p>PowerPoint Presentation</p>	<p>CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp</p>	
<p>CE 202: Beginning Environmental Crimes</p> <ol style="list-style-type: none"> Criminal, civil, and administrative options Statewide cases Interagency coordination including law enforcement Criminal investigative vs. regulatory requirements Case reviews Entry issues Search and inspection warrants 	<p>Internet Research</p>	<p>Video – 3 parts</p>	<p>CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp</p>	
	<p>Hazardous Materials Investigations</p>	<p>5 Day/ 40-hour Course POST Approved/ REHS Contract Hours Approved</p>	<p>Cal EMA - CSTI Instructor: Jacob Volkov Registrar: (805) 549-3344 or CSTIhm@calema.ca.gov Availability: Offered on Annual Training Roster</p>	
	ADDITIONAL TRAINING REFERENCE MATERIALS			
<p>Internet Research</p>	<p>PowerPoint Presentation</p>	<p>CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp</p>		

COMMON ELEMENTS COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	Internet Research for Inspection and Enforcement	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
	Your Computer as an Enforcement Tool	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
	Skip Tracing, Information Resources for Case Development	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
	Intro to Environmental Investigations	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
<p>CE 203: Sampling and Lab Analysis</p> <ol style="list-style-type: none"> 1. Documentation 2. Interpretation of results 3. Lab analysis/requirements 4. Sampling techniques 5. Evidence collection and preservation 6. Field evaluations and instrumentation 7. Application to requirements 8. Field application 	<p>Multimedia Environmental Sampling as Evidence & Lab Analysis Report</p>	Video – 7 parts	CUPA Forum Website – 2009 Training Videos http://calcupa.net/training/training_video_library.asp
	<p>Multi-media Sampling</p>	Video – 3 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp
	<p>Cal/EPA Basic Inspector Academy</p>	Course - 3 ½ Days	Course Coordinator: Alan Ito Phone: (916) 255-3627 Email: aito@dtsc.ca.gov
	<p>Laboratory Procedures 101 for Regulators</p>	Video – 5 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
<p>Biological Environmental Sampling</p>	PowerPoint Presentation	CUPA Forum Website – 2009 & 2008 Conference Presentations http://calcupa.net/conference/2009/default.asp http://calcupa.net/conference/2008/default.asp	

COMMON ELEMENTS COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information	
	How to Interpret Lab Results	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp	
	CUPA Lab Analysis Report Interpretation	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	
	Evidence Collection and Environmental Sampling Techniques	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	
CE 204: Industrial Processes (including Chemistry)				
	ADDITIONAL TRAINING REFERENCE MATERIALS			
	Electroplating Facilities	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp	
	Electroplating Facility Inspection Training	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp	
	Biotechnology Compliance Inspections	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	
	CUPA Plating Presentation	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	
	Refinery Basics	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	
	The Jewelry Manufacturing Industry	PowerPoint Presentation	CUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	

COMMON ELEMENTS COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
<p>CE 205: Inspections:</p> <ol style="list-style-type: none"> 1. Use of department-specific forms 2. Search/inspection warrant and entry issues 3. Notices/reports of violation 4. Universal waste 5. Transportation requirements 			
<p>CE 206: Basic Site Remediation Awareness</p> <ol style="list-style-type: none"> 1. Basic coursework regarding cleanup 2. Remediation techniques 3. Who is involved 4. Corrective action 	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Remedial Design and Pilot Studies	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	The Corrective Action Cleanup Process	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	The Corrective Action Process	PowerPoint Presentation	CUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
<p>CE 207: Providing on-the-job training</p>	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Train the Trainer	PowerPoint Presentation	CUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp

COMMON ELEMENTS COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>CE 301: Enforcement</p> <p>Typically includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Criminal investigative techniques 2. Inspection warrant and search warrant support 3. Negotiation techniques 4. Evidence collection , long term preservation, disposal, interpretation of results, federal criteria and analysis protocols compared to California, SW 846 review, sampling techniques, sampling strategies, random sampling protocols, etc. 5. Advanced administrative enforcement orders issues including non-compliance, civil conversions, case studies, financial evaluations, SEPs, subsequent non-compliance issues, etc. 6. Search warrants, probable cause, evidence necessary to support, documentation and warrant preparation, working with law enforcement. 7. Inspection warrants. 8. Advanced court and legal issues including testimony, rules and procedures of criminal 	<p>Advanced Environmental Crimes Training Program (AECTP)</p>	<p>9 day/ 72 hr course Prerequisite: CSTI Basic Investigations course or Cal/EPA Basic Inspector Academy</p>	<p>Cal EMA - CSTI Instructor: Jacob Volkov Course Registrar: (805) 549-3344 or CSTIhm@calema.ca.gov Course Availability: Offered per Contracting Agency</p>
	<p>Intro to Criminal Environmental Investigations</p>	<p>Course – 3 day</p>	<p>Western States Project (602) 542-8510 or wsp@regionalassociations.org and Cal/EPA</p>
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	<p>Access Entry Warrants</p>	<p>PowerPoint Presentation</p>	<p>CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp</p>

COMMON ELEMENTS COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
or civil courts, being a good witness, how to prepare, working with your local prosecutor, confidentiality, settlement issues, etc. 9. Statewide enforcement			
CE 302: Site remediation 1. Geology 2. Groundwater fate 3. Toxicology 4. Public right to know			
CE 303: Complex Issues 1. Environmental justice 2. Public and Media communications	Green Chemistry: Cornerstone to a Sustainable California	Video – 4 parts	CUPA Forum Website – 2008 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Revisions to California Human Health Screening Levels	PowerPoint Presentation	CUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
ISO 14001: EMS	PowerPoint Presentation	CUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS) COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
BP 101: Business Plans Overview of the Business Plan Program requirements 1. Business Plan General Requirements 2. Hazardous Materials Inventory Reporting Requirements 3. Alternative Hazardous Materials Inventory Requirements 4. Hazardous Materials Inventory Submittal 5. Hazardous Material Inventory Submission Options 6. Emergency Planning and Community Right to Know Act Compliance Requirements 7. California Fire Code Compliance Requirement 8. Emergency Response Plans and Procedures 9. Training 10. Warning Signs for Agricultural Handlers			
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Business Plan Basics	PowerPoint Presentation	Cal EMA Website - http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
	HMBP FAQ	Document	Cal EMA Website - http://www.calema.ca.gov/HazardousMaterials/Documents/HMBP_FAQ_06-2011.pdf
BP 102: Business Plan Inspection 1. Authority to and frequency of inspection 2. Inspection scope 3. Shadow an experienced inspector			
BP 103: Spill Release Reporting Requirements 1. Release reporting requirements (Federal & State, Prop 65) 2. Definition of a release or a			
	ADDITIONAL TRAINING REFERENCE MATERIALS		

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS) COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
threatened release 3. Courtesy notifications, exemptions, 'non-emergency' & permit-required notifications 4. Type of follow up may be required	Spill Notification Booklet	Booklet	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/SpillNotBk_06-2011.pdf
	Spill Release Reporting	PowerPoint Presentation	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
	Spill & Release Reporting	PowerPoint Presentation	CalCUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
	Cal Fed Spill Release Reporting	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Cal Fed Spill Release Reporting	Document	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
BP 104: Business Plan Enforcement 1. Types of violations 2. Violation classification 3. Violation library 4. Statutory penalties			

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS) COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
<p>BP 201: Area Plan Awareness</p> <ol style="list-style-type: none"> 1. Proposed Area Plans 2. Procedures and Protocols for Emergency Rescue Personnel 3. Pre-Emergency Planning 4. Notification and Coordination 5. Training 6. Public Safety and Information 7. Supplies and Equipment 8. Incident Critique and Follow-Up 			
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Pesticide Drift Protocols in Area Plans: A Guidance Document for Local Government	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/PesticideDriftGuid.pdf
	Non-occupational Pesticide Injuries: Implementation Guidance to the County Agricultural Commissioners for Senate Bill 391	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/DPR-SB391Guid.pdf
	Sample Area Plan	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/SampleAreaPlan.pdf
	Reimbursing Medical Costs of Persons Injured in Pesticide Incidents	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/ReimbofMedCostsCDPR.pdf
	Multi-Casualty Mass Decontamination Guidance Document For First Responders	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/MCMD-1-2-06.pdf

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS) COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	OES Area Plans	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
BP 202: Business Plan Exemptions 1. Exemptions identified in Chapter 6.95, Article 1 2. Trade secret 3. Agricultural exemption and requirements	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Business Plan Basics	PowerPoint Presentation	Cal EMA Website - http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
	ADDITIONAL TRAINING REFERENCE MATERIALS		
BP 203: Mixtures and Solutions 1. Definitions 2. Reporting 3. Qualifying	Hazardous Material Business Plan - Mixtures	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/HMBP_Mix_06-2011.pdf
	Cal/EPA UP Policy for Lead Acid Battery Inventory Reporting – Guidance and Template	Document	Cal/EPA Unified Program Website - http://www.calepa.ca.gov/CUPA/Bulletins/2011/April28.pdf

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS) COURSE COMPENDIUM- ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
BP 301: Handler, Substances and Agency Exemptions <ol style="list-style-type: none"> 1. Notice and Public Hearing 2. Exempting portions of the business plan 3. Written justification 			
ADDITIONAL TRAINING REFERENCE MATERIALS			
	Business Plan Basics	PowerPoint Presentation	Cal EMA Website - http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
BP 302: Custom Mixtures and Wastes <ol style="list-style-type: none"> 1. Definitions 2. Qualifying 3. Reporting 			

**HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND
INVENTORIES (BUSINESS PLANS) COURSE COMPENDIUM- ADVANCED**

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CAL ARP COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
ARP 101: Basic CalARP Overview <ol style="list-style-type: none"> 1. Purpose and Scope 2. Key Definitions 3. Applicability 4. General Requirements 5. CalARP Program Management System 6. Emergency Information Access 7. Registration 8. RMP – Components and Submission 9. Hazard Assessment 10. Prevention Programs 11. Emergency Response Program 12. Regulated Substances 13. Other Program Requirements 	CalARP Today	Video – 3 Parts	CalCUPA Forum Video Library – 2009 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	CalARP Basics	PowerPoint Presentation	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
	CalARP Overview	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	How to Implementation the CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Clean Air Act Section 112(r) Federal Program Update	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Risk Management Plans	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
ARP 102: Awareness of Common CalARP Processes	Various Courses		Courses on this topic maybe available from Private Vendors

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CAL ARP COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
ARP 201: CalARP General Requirements <ol style="list-style-type: none"> 1. Coordination between the stationary source and Administering Agency (AA) 2. General requirements for Program 1, Program 2, and Program 3 Processes 3. Registration data 4. Submission Process 5. RMP Review Process 6. RMP Offsite Consequence Analysis Component 7. Differences between a RMP Update/RMP Correction/Covered Process Modification and what documentation is required 8. Emergency Response Program Component 9. Threshold Determinations 	ADDITIONAL TRAINING REFERENCE MATERIALS		
	The RMP has Been Submitted, Now What	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Risk Management Plans	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	CalARP State Specific Requirements for Risk Management Plans	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	CalARP Formal Evaluation Review	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	CalARP Seismic Assessment Overview	PowerPoint Presentation and 2 documents	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Air District – CUPA, Areas of Overlapping Responsibility	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	CalARP Guidance	Document	Cal EMA Website - http://www.calema.ca.gov/HazardousMaterials/Documents/CalARP%20Guidance%20082410.pdf
	CalARP Basics	PowerPoint Presentation	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx

CAL ARP COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	CalARP FAQ	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/CalARP_FAQ_07-2011.pdf
	CalARP Guidance Document	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/CalARP%20Guidance%20082410.pdf
	CalARP Mix Factsheet	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/CalARP_Mix_07-2011.pdf
ARP 202: Hazard Assessment	Various Courses		Courses on this topic maybe available from Private Vendors
<ol style="list-style-type: none"> 1. Offsite Consequence Analysis Parameters 2. Worst-Case Release Scenario Analysis for toxic gases, toxic liquids, and flammable gases 3. Alternative Release Scenarios Definition of populations 4. Offsite Consequence Analysis, including documentation, review and updating requirements 5. Define Accident and how that could impact a RMP 	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Process Hazard Analysis and Offsite Consequence Analysis	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	CalARP Guidance Document	Document	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Documents/CalARP%20Guidance%20082410.pdf
ARP 203: Program 2 Prevention Program	CalARP Piping and Instrumentation Diagrams	Video – 3 parts	CalCUPA Forum Video Library – 2009 http://calcupa.net/training/training_video_library.asp
<ol style="list-style-type: none"> 1. Safety Information 2. Hazard Review 3. Operating Procedures 4. Training 	Various Courses		Courses on this topic maybe available from Private Vendors

CAL ARP COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
5. Maintenance 6. Compliance Audits 7. Incident Investigation	ADDITIONAL TRAINING REFERENCE MATERIALS		
	P & ID Guidelines	Document	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	P & ID Mgmt	Document	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Process Safety Management	Document	Fed OSHA Website - http://www.osha.gov/Publications/osh3132.pdf
ARP 204: Program 3 Prevention Program 1. Process Safety Information 2. Process Hazard Analysis 3. Operating Procedures 4. Training 5. Mechanical Integrity 6. Management of Change 7. Pre-Startup Review 8. Compliance Audits 9. Incident Investigation 10. Employee Participation 11. Hot Work Permit 12. Contractor	CalARP Piping and Instrumentation Diagrams	Video – 3 parts	CalCUPA Forum Video Library – 2009 http://calcupa.net/training/training_video_library.asp
	Various Courses		Courses on this topic maybe available from Private Vendors
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	PSM Overview and the Differences between PSM and RMP	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	P & ID Guidelines	Document	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	P & ID Mgmt	Document	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Process Safety Management	Document	Fed OSHA Website - http://www.osha.gov/Publications/osh3132.pdf

CAL ARP COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
ARP 205: Commonly encountered processes <ol style="list-style-type: none"> 1. Water treatment 2. Ammonia refrigeration 3. Catalytic NOx reduction 	CalARP: Ammonia Refrigeration and California Codes	Video – 3 Part	CalCUPA Forum Video Library – 2008 http://calcupa.net/training/training_video_library.asp
	RMP Issues for Non-Gaseous Substances	Video – 2 Part	CalCUPA Forum Video Library – 2009 http://calcupa.net/training/training_video_library.asp
	Various Courses		Courses on this topic maybe available from Private Vendors
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Treatment Plan Ozone Retrofit Program	PowerPoint Presentation	CalCUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
	Suburban Propane	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Electroplating Facilities	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Metal Finishing 101	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Chlorine Disinfection of Drinking Water	PowerPoint Presentation	CalCUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
	Ammonia Accidents and Prevention	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
Ammonia Technician Training	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp	

CAL ARP COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	Ammonia Accidents and Prevention	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Ammonia Technician Training	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp

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CAL ARP COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
ARP 301: Air Modeling 1. Common air dispersion models available	Various Courses		Courses on this topic maybe available from Private Vendors
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Development of new Toxic Endpoint Values for the CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
ARP 302: CalARP Enforcement 1. Enforcement procedures for CalARP facilities 2. Return to compliance timelines			
ARP 303: Dispute Resolution 1. Development of dispute resolution policy 2. Dispute Resolution is in context with the CalARP Program 3. Resolve Dispute Resolution with CalEMA 4. AA must follow for Dispute Resolution			
ARP 304: Risk Management Plan audits 1. Selection of stationary sources for audit 2. Preliminary and final determination 3. Public access to preliminary determination, responses and final determination	CalARP Inspection Audits	Video – 4 Parts	CalCUPA Forum Video Library – 2008 http://calcupa.net/training/training_video_library.asp
	CalARP Audit Insights	Video – 3 Parts	CalCUPA Forum Video Library – 2008 http://calcupa.net/training/training_video_library.asp

CAL ARP COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>ARP 305: CalARP Performance Audit (self audit)</p> <ol style="list-style-type: none"> 1. Annual requirement and elements that comprise this audit. 2. Listing of stationary sources which have been audited 3. Listing of stationary sources which have been requested to develop RMPs 4. Listing of stationary sources which have been inspected 5. Listing of stationary sources that have received public comments on the RMP 6. List of new or modified stationary sources 7. Summary of enforcement actions initiated by the AA 8. Summary of the personnel and personnel years necessary to directly implement, administer, and operate the CalARP Program 9. List of those stationary sources determined by the AA exempt from the chapter 			
<p>ARP 306: Jurisdiction-specific CalARP Processes</p> <ol style="list-style-type: none"> 1. Refineries 2. Computer chip 	<p>Various Courses</p>		<p>Courses on this topic maybe available from Private Vendors</p>
<p>ADDITIONAL TRAINING REFERENCE MATERIALS</p>			

CAL ARP COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
manufacturers 3. Research and development laboratories 4. Emerging technologies	Refinery Basics	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp

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UST COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
UST 101: UST Inspection: 1. Overview id laws and regulations 2. Introduction to tank components and system layouts 3. Monitoring requirements 4. Release recording and reporting requirements	Beginning UST Regulatory Compliance Inspection	Video – 7 Parts	CUPA Forum Website – Training Videos 2009 - http://cupavideos.calcupa.net/conferences/2009/M_C1_Part_1_of_7_Beginninn/web/default.htm
	Basic UST Inspector Training	Online Course - Module 2 will cover topic 2	New England Interstate Water Pollution Control Commission www.neiwpsc.org/oust1.swf
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Underground Storage Tank Regulatory Training	PowerPoint Presentation	CalcUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
UST 102: Regulatory Framework and Intro to Tank Components 1. Inspector coordination 2. Pre-inspection review (Forms, Monitoring & ER Plans) 3. Processing and approval of forms 4. On-site inspection procedures (follow-up report)	Beginning UST Regulatory Compliance Inspection	Video – 7 Parts	CUPA Forum Website – Training Videos 2009 - http://cupavideos.calcupa.net/conferences/2009/M_C1_Part_1_of_7_Beginninn/web/default.htm
	Basic UST Inspector Training	Online Course - Module 2 will cover topic 2	New England Interstate Water Pollution Control Commission www.neiwpsc.org/oust1.swf
UST 103: Significant Operational Compliance (SOC) Requirements 1. Release detection 2. Release prevention 3. Identify SOCs	ADDITIONAL TRAINING REFERENCE MATERIALS		
	SOC Training	PowerPoint Presentation	Note: SWRCB PowerPoint on SOC will be added.

UST COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
UST 104: UST Systems Testing 1. Primary integrity testing 2. Monitoring system certification 3. Review of all testing and certification reports for above	Beginning UST Regulatory Compliance Inspection	Video – 7 Parts	CUPA Forum Website – Training Videos 2009 - http://cupavideos.calcupa.net/conferences/2009/M_C1_Part_1_of_7_Beginninn/web/default.htm
	UST Vacuum, Pressure, Hydrostatic Monitoring Training	Video - 4 Parts	CUPA Forum Website – Training Videos 2008 http://calcupa.net/training/training_video_library.asp
UST 105: Enforcement Options 1. Enforcement overview 2. Enforcement options			
UST 106: UST Repair 1. Scope of repairs 2. Repairs to UST components 3. Required qualifications and certifications 4. Repair permit conditions	Beginning UST Regulatory Compliance Inspection	Video – 7 Parts	CUPA Forum Website – Training Videos 2009 - http://cupavideos.calcupa.net/conferences/2009/M_C1_Part_1_of_7_Beginninn/web/default.htm
	Trends in UST Design	Video - 3 Parts	CUPA Forum Website – Training Videos 2008 http://calcupa.net/training/training_video_library.asp
UST 107: UST System Components and Layout	Beginning UST Regulatory Compliance Inspection	Video – 7 Parts	CUPA Forum Website – Training Videos 2009 - http://cupavideos.calcupa.net/conferences/2009/M_C1_Part_1_of_7_Beginninn/web/default.htm
	Basic UST Inspector Training	Online Course - Module 2 will cover topic 2	New England Interstate Water Pollution Control Commission www.neiwpcc.org/oust1.swf

UST COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	Trends in UST Design	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Trends in UST Design: A UST System Designer’s Perspective	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp

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UST COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
UST 201: Advanced UST Inspections 1. Understanding how UST systems installed after July 1, 2003. 2. How to interpret UST UPCF forms 3. Classification of UST violations	Advanced UST Regulatory Compliance Inspection	Video – 2 Parts	CUPA Forum Website – Training Videos 2009 - cupavideos.calcupa.net/conferences/2009/M_C2_Part_1_of_2_Advancedn/web/default.htm
	Advanced UST Inspection Topics	Video - 3 Parts	CUPA Forum Website – Training Videos 2008 http://calcupa.net/training/training_video_library.asp Note: Part 1 is missing from website
	Beginning UST Regulatory Compliance Inspection	Video – 7 Parts	CUPA Forum Website – Training Videos 2009 - http://cupavideos.calcupa.net/conferences/2009/M_C1_Part_1_of_7_Beginninn/web/default.htm
UST 202: UST Installation Inspection Workshop 1. Approved component (tank/piping/sump/UD C) 2. Leak detection 3. Installation/testing 4. Post construction testing (ELD) 5. Contractor specific information 6. Initial inspection 7. Monitoring Plan 8. Subsequent annual inspections	Advanced UST Regulatory Compliance Inspection	Video – 2 Parts	CUPA Forum Website – Training Videos 2009 - cupavideos.calcupa.net/conferences/2009/M_C2_Part_1_of_2_Advancedn/web/default.htm
	Line Leak Detection	Video - 3 Parts	CUPA Forum Website – Training Videos 2008 http://calcupa.net/training/training_video_library.asp
	Basic UST Inspector Training	Online Course - Module 2 will cover topic 2	New England Interstate Water Pollution Control Commission www.neiwpc.org/oust1.swf
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	RP 100: Installation of Underground Liquid Storage Systems	Document and Exam	Petroleum Equipment Institute - http://pei.org/PublicationsResources/PEIOnlineLearningCenter/tabid/401/Default.aspx
UST 203: UST Simple Upgrade/Modification Inspections 1. Approved components 2. Contractor specific information	ADDITIONAL TRAINING REFERENCE MATERIALS		
	LG Bulletins	Documents	Note: To be added by SWRCB

UST COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
3. Post-upgrade/modification testing 4. Documentation including test results and changes to Monitoring Plan 5. Tank lining			
UST 204: UST Removal/Closure 1. Work Plan/H&SP 2. Health and safety considerations 3. Soil samples including collection, reporting and analysis			
UST 205: Preparing enforcement actions for UST violations 1. UST penalties and violation matrix 2. Keeping thorough notes 3. What it takes to take an accurate picture for UST systems 4. AEO process for UST's facility 5. Red Tag Authority 6. Preparing and submitting a case to D.A. 7. Understanding your UST Inspection and Enforcement Plan.	AEO: The Basics	Video	CUPA Forum Website – Training Videos 2009 - http://calcupa.net/training/training_video_library.asp
	AEO: Penalty Calculation and Settlement	Video	CUPA Forum Website – Training Videos 2009 - http://calcupa.net/training/training_video_library.asp

UST COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
<p>UST 206: Title 23 UST System Exemptions</p> <ol style="list-style-type: none"> 1. Construction 2. Leak detection 3. Application 			<p>Leak detection? Tanks in vaults? Title 23 exemptions?</p>
<p>UST 207: California UST Inspector Certification – Continuing Education</p>			<p>Note: Requirement for 16 hours cech’s Or retake the exam/2 years For further info see reference for SWRCB: Letter to Local Agencies http://www.waterboards.ca.gov/water_issues/programs/ust/forms/docs/icc_ust_renewal.pdf</p>

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UST COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>UST 301: Advanced UST Inspector Training</p> <ol style="list-style-type: none"> Advanced inspection procedures UST installation plan review Enforcement actions Red Tag enforcement process 	<p>Advanced UST Regulatory Compliance Inspection</p>	<p>Video – 2 Parts</p>	<p>CUPA Forum Website – Training Videos 2009 - cupavideos.calcupa.net/conferences/2009/M_C2_Part_1_of_2_Advancedn/web/default.htm</p>
<p>UST 302: Train-the-Trainers Staff Training</p> <ol style="list-style-type: none"> Understand Title 23, Chapter 16. Understand H & SC, Chapter 6.7. Understand H & SC, Chapter 6.75. Performing UST oversight inspections/ride-alongs. Knowledge of the types of systems within jurisdiction. 			
<p>UST 303: Review and Approval of UST Installation or Modification Plans</p> <ol style="list-style-type: none"> All types of systems; VPH, generator, based on install date. All equipment, piping, monitoring equipment, based in install date and contents of tank All uses of tanks 	<p>Inspection of New UST Systems (VPH)</p>	<p>Video – 4 Parts</p>	<p>CUPA Forum Website – Training Videos 2008 http://cupavideos.civicasoft.com/conferences/2008/Th_C1_Part_1_of_4/web/default.htm</p>
	<p>Trends in UST Design (3 parts)</p>	<p>Video – 3 Parts</p>	<p>CUPA Forum Website – Training Videos 2008 http://cupavideos.civicasoft.com/conferences/2008/Tu_C3_Part_1_of_3/web/default.htm</p>

UST COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
(generator sites, elevator sub-basements, alternative fuels) 4. Compatibility			
UST 304: Site-specific Variances for Construction or Monitoring Alternatives 1. Processing requests 2. Determination of what is allowed under variance process 3. Recordkeeping and follow-up for variances granted			
UST 305: Tracking and record up-keep of enforcement actions 1. How to use your database 2. Steps to elevate violations 3. Storage of Enforcement documents			Note: Training to be provided “in-house” by agency.
UST 306: Troubleshooting UST Issues 1. Understanding of issue and guidance to resolve problem	Advanced UST Inspection Topics	Video - 3 Parts These sections post pictures and ask what is wrong – detail answers follow.	CUPA Forum Website – Training Videos 2008 http://calcupa.net/training/training_video_library.asp Note: Part 1 is missing from website

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
APSA 101: APSA Overview: 1. History 2. Purpose 3. Administration 4. Structure & Key Provisions 5. Interrelationship between APSA and the federal SPCC Program	APSA Inspector Course for UPAs All training topics covered in following modules: A- 19 min. B- 50 min. D-1- 185 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Modules A & D -California Aboveground Petroleum Storage Act Module B	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum Website - Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
	The Aboveground Petroleum Storage Act: An AST Implementation Primer	Video 1.5 hrs total 3 Parts 17 to 34 minutes each	CUPA Forum Website - Training Video-2008 http://www.calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	APSA Training Course Refresher	PowerPoint presentation	CUPA Forum Website – 2011 Conference Presentations 2011/APSA Training Course Refresher 35.html
APSA 102: APSA Definitions 1. SPCC Definitions 2. Definitions specific to	APSA Inspector Course for UPAs All training topics	Online Course 22.5 hrs total (plus exam) 18 Modules	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
APSA 3. Difference in definitions between APSA and SPCC	covered in following modules: A- 19 min. B- 50 min. C- 33 min. D-1- 185 min.	19 to 185 minutes each	
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Modules A & D -California Aboveground Petroleum Storage Act Module B -Federal Oil Spill Prevention SPCC Rule Module C	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum Website - Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	APSA Training Course Refresher	PowerPoint presentation	CUPA Forum Website – 2011 Conference Presentations 2011/APSA Training Course Refresher 35.html
APSA 103: Federal Oil Spill Prevention Program (SPCC) 1. History 2. Overview 3. Structure and key provisions 4. Program differences between APSA and SPCC	APSA Inspector Course for UPAs All training topics covered in following modules: C- 33 min. G-1- 50 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/html_md_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in	Video 21 hrs total 50 Modules 20 to 30	CUPA Forum Website - Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	following modules: -APSA Applicability Modules D & G -California Aboveground Petroleum Storage Act Module B -Federal Oil Spill Prevention SPCC Rule Module C	minutes each	
ADDITIONAL TRAINING REFERENCE MATERIALS			
	SPCC Plans: Components and Reviews	PowerPoint Presentation	CUPA Forum website- 2010 Conference Presentations http://www.calcupa.org/conference/2010/misc/SPCC-Plans-Components-Reviews-Class-Presentation.pdf
	APSA Training Course Refresher	PowerPoint presentation	CUPA Forum Website – 2011 Conference Presentations 2011/APSA Training Course Refresher 35.html
APSA 104: APSA Program Applicability 1. Storage capacity determination 2. Petroleum vs. oil 3. Exempt tanks 4. Transportation-related facilities 5. Applicability differences between APSA and SPCC	APSA Inspector Course for UPAs All training topics covered in following modules: B- 50 min. C- 33 min. D-1- 185 min. D-2- 31 min. D-3- 162 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/html_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum Website - Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	Applicability Module D -California Aboveground Petroleum Storage Act Module B		
ADDITIONAL TRAINING REFERENCE MATERIALS			
	APSA Training Course Refresher	PowerPoint presentation (32.61MB)	CUPA Forum Website – 2011 Conference Presentations 2011/APSA Training Course Refresher 35.html
APSA 105: APSA Exempt Facilities and Equipment 1. Specified conditions for exemption 2. Exempt tanks 3. Conditions for exempting oil-filled electrical equipment 4. Differences in exemptions under APSA and SPCC	APSA Inspector Course for UPAs All training topics covered in following modules: C- 33 min. D-2- 31 min. D-3- 162 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Module D -Federal Oil Spill Prevention SPCC Rule Module C	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum Website - Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
APSA 106: Regulated Facilities Under APSA 1. Tier I and Tier II Qualified Facilities 2. Facilities that do not meet qualified facility conditions 3. Non-transportation related facilities 4. Facilities conditionally exempt from SPCC Plan preparation requirement	APSA Inspector Course for UPAs All training topics covered in following modules: D-1- 185 min. D-2- 31 min. D-3- 162 min. E- 58 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Modules D & E	Video 21 hrs total 50 Modules 20-30 minutes each	CUPA Forum Website - Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
APSA 107: SPCC Plan Components 1. Template plans vs. standard SPCC Plans 2. Follows rule sequence or cross-reference 3. Written inspection & integrity testing procedures and schedules 4. Owner or PE Certification 5. Certification of no substantial harm 6. Facility diagram 7. Security 8. Spill predictions	APSA Inspector Course for UPAs All training topics covered in following modules: G-1- 50 min. H-1- 60 min. H-2- 145 min. H-3- 45 min. I-1- 60 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Modules G, H & I	Video 21 hrs total 50 Modules 20-30 minutes each	CUPA Forum Website -Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
ADDITIONAL TRAINING REFERENCE MATERIALS			
	SPCC Plans: Components and Reviews	PowerPoint Presentation	CUPA Forum website- 2010 Conference Presentations http://www.calcupa.org/conference/2010/misc/SPCC-Plans-Components-Reviews-Class-Presentation.pdf
	APSA Training Course Refresher	PowerPoint presentation	CUPA Forum Website – 2011 Conference Presentations 2011/APSA Training Course Refresher 35.html
APSA 108: Preparing and Implementing SPCC Plans 1. Amending plan 2. Documented 5-year review 3. Inspections & integrity testing consistent with SPCC Plan 4. Required training & spill prevention briefings 5. Plan consistent with actual conditions	APSA Inspector Course for UPAs All training topics covered in following modules: G-2- 30 min. H-1- 60 min. H-2- 145 min. H-3- 45 min. I-2- 155 min. I-3- 100 min. I-4- 60 min. J- 25 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/html_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Modules G, H & I	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum Website -Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
	How to Prepare Your Own SPCC Plan	Online Course 6.3 hrs total 7 Modules 20 to 115 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/html_tier_1_template_course.html
ADDITIONAL TRAINING REFERENCE MATERIALS			

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	SPCC Plans: Components and Reviews	PowerPoint Presentation	CUPA Forum website- 2010 Conference Presentations http://www.calcupa.org/conference/2010/misc/SPCC-Plans-Components-Reviews-Class-Presentation.pdf
APSA 109: Inspector Health & Safety 1. Unique hazards associated with oil-handling facilities 2. Hazards of inspecting petroleum operational areas 3. Inhalation hazards associated with petroleum	APSA Inspector Course for UPAs All training topics covered in module: F- 72 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in module: -APSA Applicability Module F	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
APSA 110: APSA Inspections of Facilities with Storage Capacity less than 10,000 gallons 1. Determination of Tier I/Tier II eligibility 2. Tier I Template SPCC plans 3. Scope of inspection 4. Performance-based standards	APSA Inspector Course for UPAs All training topics covered in following modules: E- 58 min. H-1- 60 min. I-2- 155 min. I-4- 60 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics covered in following modules: -APSA Applicability Modules E, H ,I	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	US EPA SPCC Guidance for Inspectors	Online Guidance	USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm
APSA 111: APSA Violations and Penalties 1. Authority 2. Identifying and Classifying 3. How to cite 4. APSA requirements subject to penalties 5. Amount of civil penalties 6. Distribution of recovered penalty fees	APSA Inspector Course for UPAs Training topics 1, 4 & 5 covered in module: F- 72 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course Training topics 1, 4 & 5 covered in module: -APSA Applicability Module F	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
APSA 112: Annual Tank Facility Statements 1. Processing 2. Required information 3. Limitations of information provided 4. Business Plan in lieu of Tank facility Statement	APSA Inspector Course for UPAs Training topics 2 & 4 covered in module: F- 72 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course Training topics 2 & 4 covered in module: -APSA Applicability Module F	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - BASIC

	The Aboveground Petroleum Storage Act: An AST Implementation Primer Covers training topic 2	Video 1.5 hrs total 3 Parts 17 to 34 minutes each	CUPA Forum website- Training Video-2008 http://www.calcupa.net/training/training_video_library.asp
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APSA COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information	
<p>APSA 201: Detailed APSA Inspections</p> <ol style="list-style-type: none"> 1. Scope of Inspection 2. Detailed SPCC Plan Review 3. Performance Standards and the PE Certification 4. When to refer a facility to US EPA 	<p>APSA Inspector Course for UPAs</p> <p>All training topics covered in following modules: D-1- 185 min. D-3- 162 min. G-2- 30 min. H-1- 60 min. I-2- 155 min. I-4- 60 min.</p>	<p>Online Course</p> <p>22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each</p>	<p>San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html</p>	
	<p>APSA Inspector Course</p> <p>All training topics covered in following modules: -APSA Applicability Modules D, G, H & I</p>	<p>Video</p> <p>21 hrs total 50 Modules 20 to 30 minutes each</p>	<p>CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp</p>	
	ADDITIONAL TRAINING REFERENCE MATERIALS			
	<p>US EPA Tier I Qualified Facility SPCC Plan Template</p>	<p>Document</p>	<p>USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm</p>	
<p>APSA 202: Complex APSA and SPCC Concepts</p> <ol style="list-style-type: none"> 1. Transportation vs. Non-transportation (pipeline operations, oil/marine terminals, marinas, onsite mobile equipment, etc.) 2. Vaulted tanks 3. Oil filled electrical equipment 4. Oil water clarifiers/ 	<p>APSA Inspector Course for UPAs</p> <p>Training topics 1 & 3 discussed in following modules: D-2- 31 min. D-3- 162 min.</p>	<p>Online Course</p> <p>22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each</p>	<p>San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html</p>	
	<p>APSA Inspector Course</p> <p>Training topics 1 & 3 discussed in following module: -APSA Applicability Module D</p>	<p>Video</p> <p>21 hrs total 50 Modules 20 to 30 minutes each</p>	<p>CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp</p>	

APSA COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
separators	ADDITIONAL TRAINING REFERENCE MATERIALS		
5. Available Resources (EPA Guidance, webinars, DOT MOU, etc.)	US EPA SPCC Guidance for Inspectors	Document	USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm
APSA 203: Verification of Secondary Containment Compliance 1. Requirements 2. Calculations 3. General secondary containment 4. Sized secondary containment 5. Impracticability Determinations	APSA Inspector Course for UPAs Training topics 1, 3, 4 & 5 discussed in following modules: D-2- 31 min. D-3- 162 min. I-3- 100 min. J- 25 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course Training topics 1, 3 & 4 discussed in following modules: -APSA Applicability Modules D & I	Video 21 hrs total 50 Modules 20 to 30 minutes each	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
		US EPA SPCC Guidance for Inspectors	Document
APSA 204: Compliance Verification with Industry Standards 1. Overview of Industry Standards 2. Equipment/Tank Testing 3. Inspection Requirements 4. Conditionally exempt facilities	APSA Inspector Course for UPAs All training topics covered in following modules: D-1- 185 min. D-2- 31 min. H-2- 145 min. H-3- 45 min.	Online Course 22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
	APSA Inspector Course All training topics	Video 21 hrs total 50 Modules	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp

APSA COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	covered in following modules: -APSA Applicability Modules D & H	20 to 30 minutes each	
ADDITIONAL TRAINING REFERENCE MATERIALS			
	US EPA SPCC Guidance for Inspectors	Document	USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm
APSA 205: Advanced SPCC Requirements	APSA Inspector Course for UPAs	Online Course	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
1. Technical amendment implementation verification	Training topics 1, 3 & 4 discussed in following modules: D-1- 185 min. G-2- 30 min. J- 25 min.	22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	
2. SPCC for multiple locations			
3. Reportable Discharge History Requirements	APSA Inspector Course	Video	CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp
4. Environmental Equivalence Requirements	Training topics 1 & 3 discussed in following modules: -APSA Applicability Modules D & G	21 hrs total 50 Modules 20 to 30 minutes each	
ADDITIONAL TRAINING REFERENCE MATERIALS			
	US EPA SPCC Guidance for Inspectors	Document	USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm
APSA 206: Petroleum Spill Reporting Requirements	APSA Inspector Course for UPAs	Online Course	San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html
1. Federal	Training topics 1 & 2 discussed in following modules: C- 33 min. H-1- 60 min.	22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each	
2. State and Local			
3. Potential impacts on SPCC Plans			
4. Coordination with other			

APSA COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
reporting requirements	<p>APSA Inspector Course</p> <p>Training topics 1 & 2 discussed in following modules: -APSA Applicability Module H -Federal Oil Spill Prevention SPCC Rule Module C</p>	<p>Video</p> <p>21 hrs total 50 Modules 20 to 30 minutes each</p>	<p>CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp</p>
ADDITIONAL TRAINING REFERENCE MATERIALS			
	<p>US EPA SPCC Guidance for Inspectors</p>	<p>Document</p>	<p>USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm</p>
<p>APSA 207: Releases from Tank Facilities</p> <ol style="list-style-type: none"> 1. Response 2. Clean up and Abatement 3. Agency Roles and Responsibilities 			
<p>APSA 208: APSA Enforcement</p> <ol style="list-style-type: none"> 1. Appropriate citations and documentation for APSA violations 2. Development of enforcement cases 3. Case studies 			

APSA COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>APSA 301: Inspection of Facilities Utilizing Rule-Based Compliance Flexibility</p> <ol style="list-style-type: none"> 1. Facility Response Plan 2. Oil Spill Contingency Plan 3. Reviewing Environmental Equivalence 4. Reviewing Impracticability Determination 5. Inspecting for Compliance 	<p>APSA Inspector Course for UPAs</p> <p>Training topics 3, 4 & 5 discussed in following modules: I-2- 155 min. J- 25 min.</p>	<p>Online Course</p> <p>22.5 hrs total (plus exam) 18 Modules 19 to 185 minutes each</p>	<p>San Diego County Website - http://www.sdcounty.ca.gov/deh/hazmat/hmd_apsa_inspector_training.html</p>
	<p>APSA Inspector Course</p> <p>Training topic 5 discussed in following module: -APSA Applicability Module I</p>	<p>Video</p> <p>21 hrs total 50 Modules 20 to 30 minutes each</p>	<p>CUPA Forum website- Training Video-2010 http://www.calcupa.net/training/training_video_library.asp</p>
	ADDITIONAL TRAINING REFERENCE MATERIALS		
<p>US EPA SPCC Guidance for Inspectors</p>	<p>Document</p>	<p>USEPA Website - http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm</p>	
<p>APSA 302: Advanced Industry Standards</p> <ol style="list-style-type: none"> 1. Outline of Reference Documents (API 653, STI SP001, etc.) 2. Detailed Application of Standards 3. Tank Manufacturers and Other Resources 			

APSA COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>APSA 303: Train-the-Trainers to provide classroom/on-the-job training for new Inspectors on various complex APSA/SPCC topics including:</p> <ol style="list-style-type: none"> 1. Key APSA and SPCC Definitions 2. Applicability Differences Between APSA and SPCC 3. How to Review SPCC Plan components, preparation and implementation 4. How to Verify Secondary Containment Compliance 5. Impracticability and Environmental Equivalence 6. How to Verify Compliance with Required Inspections and Testing 7. UPA Inspection and Enforcement Mandates and Policies 8. Resources for Inspectors 			

APSA COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>APSA 304: APSA Inspection of an Oil Refinery</p> <ol style="list-style-type: none"> 1. Overview of Oil Refinery operations 2. Where APSA applies to a refinery 3. Inspection Considerations 			
<p>APSA 305: APSA Inspection of an Oil Terminal</p> <ol style="list-style-type: none"> 1. Overview of Oil Terminal operations 2. Where APSA applies to an Oil Terminal 3. DOT exemptions 4. Inspection Considerations 			
<p>APSA 306: APSA Inspection of a Marine Terminal</p> <ol style="list-style-type: none"> 1. Overview of Marine Terminal operations 2. Where APSA applies to a MarineTerminal 3. Transportation exemptions 4. Inspection Considerations 			

APSA COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<p>APSA 307: Secondary Containment Determinations for Exempted Facilities</p> <ol style="list-style-type: none"> 1. Factors for Consideration including: <ol style="list-style-type: none"> a. Conditions for exemptions b. General containment c. Secondary containment d. Scientific calculations e. Proximity to Waters of the State 2. Navigable Water vs. Waters of the State 			

HAZ WASTE COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information	
<p>HW 101: Hazardous Waste Generator Program laws and regulations including:</p> <ol style="list-style-type: none"> 1. Generator status 2. Hazardous waste container/tank standards 3. Hazardous waste labeling standards 4. Accumulation time 5. ping paperwork: manifest, consolidated manifest, bill of lading, manifest correction letters 6. Reports including Biennial Report, EPA ID Verification Questionnaire and Exceptions Report 7. Common exception and exemptions (where to find) 8. Employee training 9. Contingency plan requirements 	Hazardous Waste Generator Workshop	Course	DTSC c/o Matt Peterson & Glenn Forman mailto:Mpeters2@dtsc.ca.gov	
	Hazardous Waste Generator Training	Course - Module 1-4	California Compliance School c/o Richard Casagrande-Director mailto:rcsagra@kccd.edu http://compliance.org/	
	Manifest Regulation Training (for Topic #5)	Video	DTSC website http://www.dtsc.ca.gov/IDManifest/Manifests.cfm	
	Common Manifest Errors and Transportation Problems	Video – 2 Parts	CalCUPA Forum Video Library – 2009 Training Videos http://calcupa.net/training/training_video_library.asp	
	DOT Hazmat Requirements for Hazardous Waste Generators	Video – 3 Parts	CalCUPA Forum Video Library – 2009 Training Videos http://calcupa.net/training/training_video_library.asp	
	Basic Hazardous Waste Management	Course	Kim Blackwell San Joaquin County EH (209)-468-3420 kblackwell@sjehd.com	
	Advanced Hazardous Waste Management	Course	Kim Blackwell San Joaquin County EH (209)-468-3420 kblackwell@sjehd.com	
	DOT/Manifest	Course	Kim Blackwell San Joaquin County EH (209)-468-3420 kblackwell@sjehd.com	
	ADDITIONAL TRAINING REFERENCE MATERIAL			
		Advanced Hazardous Waste Training	PowerPoint Presentation – 3 Parts	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/defa

HAZ WASTE COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
			ult.asp
	Hazardous Waste Management Basics	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Title 22	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Generator Requirements	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Accumulation – Basic	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
HW 102: Hazardous Waste Inspections 1. Classification of generators 2. Classification of hazardous waste 3. Classification of violations 4. Identify waste treatment when you see it	Hazardous Waste Classification (for topic #2)	Online Training	DTSC Website http://ccelearn.csus.edu/waste/class/intro/intro_01.html
	ADDITIONAL TRAINING REFERENCE MATERIAL		
	Hazardous Waste Complaint Inspections, E-Waste Facility	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
	Hazardous Waste Identification	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	SQG/CESQGs	PowerPoint Presentation	CalCUPA Forum Website – 2006 Conference Presentations http://calcupa.net/conference/2006/default.asp
HW 103: Waste Release/Spill Identification	Spills, Release, Reporting Requirements	Course	U.S. EPA Region 9 c/o Jeremy Johnstone (415) 972-3499 mailto:johnstone.jeremy@epa.gov

HAZ WASTE COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
ADDITIONAL TRAINING REFERENCE MATERIAL			
<ol style="list-style-type: none"> 1. Recognition and identification of waste release 2. Reporting 3. Contingency Plan review 4. Collection of documentation or waste samples including analytical data 5. Enforcement preparation 	Wet Floors	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
	Spill Prevention and Floor Cleanup	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
ADDITIONAL TRAINING REFERENCE MATERIAL			
HW 104: Universal Waste <ol style="list-style-type: none"> 1. Generator status 2. Management standards 3. Labeling standards 4. Accumulation time 5. Shipping paperwork: manifest, consolidated manifest, bill of lading 6. Employee training 	E-Waste Management Standards-2009	Video	DTSC Website www.dtsc.ca.gov/hazardouswaste/ewaste/
	Universal Waste	Course	Kim Blackwell San Joaquin County EH (209)-468-3420 kblackwell@sjcehd.com
ADDITIONAL TRAINING REFERENCE MATERIAL			
HW 105: Inspection Tools and Libraries <ol style="list-style-type: none"> 1. Finding electronic information including DTSC Fact Sheets, RCRA laws and regulations, Hazardous Waste Tracking System (HWTS), etc. 	E-Waste Management Standards	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Internet Research for Inspection and Enforcement	Video – 4 Parts	CUPA Forum Website 2009 Training Videos http://www.calcupa.net/training/training_video_library.asp
HW 105: Inspection Tools and Libraries <ol style="list-style-type: none"> 1. Finding electronic information including DTSC Fact Sheets, RCRA laws and regulations, Hazardous Waste Tracking System (HWTS), etc. 	Hazardous Waste Tracking System	Course	DTSC c/o Matt Peterson & Glenn Forman mailto:Mpeters2@dtsc.ca.gov

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HAZ WASTE COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
HW 201: Hazardous Waste Determination 1. RCRA or non-RCRA 2. Listed waste 3. Characteristic waste 4. Generator knowledge vs. lad testing	California Hazardous Waste Classification	Online Course	DTSC Website http://ccelearn.csus.edu/waste/class/intro/intro_01.html
	Maggots, Leeches, Fetal Pigs and Digesters: Case Studies in Medical Waste and Hazardous Waste Determination	Video – 2 Parts	CUPA Forum Website 2008 Training Videos http://www.calcupa.net/training/training_video_library.asp
HW 202: Lab Analysis 1. Reading the analytical report 2. Quality Assurance & Quality Control 3. Understanding footnotes	Laboratory Procedures 101	Video – 2 Parts	CUPA Forum Website 2010 Training Videos http://www.calcupa.net/training/training_video_library.asp
HW 203: California vs. RCRA toxicity regulations 1. Understanding California toxicity 2. Understanding RCRA toxicity 3. Methodologies used in toxicity testing 4. Hazardous waste classification laws and regulations.	RCRA Inspector Training-Basic (RCR902)	CD-ROM Based Course	NETI Online https://www.netionline.com/
	Hazardous Waste Generator Training	Course - Module 1	California Compliance School c/o Richard Casagrande: rcasagra@kccd.edu http://compliance.org/
	California Hazardous waste classification	Online Course	DTSC Website http://ccelearn.csus.edu/waste/class/intro/intro_01.html

HAZ WASTE COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
HW 204: Lead complex hazardous waste inspections including: 1. Bio-tech inspections 2. Metal finishing inspections 3. Circuit board manufacturing inspections	Bio-technology Compliance Inspection	Video	CUPA Forum Website 2009 Training Videos http://www.calcupa.net/training/training_video_library.asp
	Metal Finishing Model Shop Training	Video - DVD format	DTSC Website c/o Natalie Marcano via e-mail at nmarcani@dtsc.ca.gov or by calling (916)324-2659.
HW 205: Hazardous Waste Tanks 1. Identify hazardous waste tank systems 2. Review tank certifications 3. Understanding secondary containment and leak detection requirements 4. Understanding ancillary requirements 5. Seismic Review	Hazardous Waste Generator Training	Course - Module 2	California Compliance School c/o Richard Casagrande: rcasagra@kccd.edu http://compliance.org/
HW 206: Recycling Laws 1. RCRA v. California 2. Exemptions 3. Exclusions 4. Sham recycling	Hazardous Waste Generator	Course - Modules 1 and 5	California Compliance School c/o Richard Casagrande rcasagra@kccd.edu http://compliance.org/
	ADDITIONAL TRAINING REFERENCE MATERIAL		
	Recycling, Exclusions, Exemptions	PowerPoint Presentation	CalCUPA Forum Website – 2010 Conference Presentations http://calcupa.net/conference/2010/default.asp
Waste Antifreeze Recycling	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	

HAZ WASTE COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	Hazardous Waste Recycling Training	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
HW 207: Hazardous Waste Treatment/Tiered Permitting 1. Ability to identify PBR, CA, CE treatment and units 2. Understanding the definition of a “Unit” 3. Certification of hazardous waste environmental technologies 4. Exemptions and Notifications	Hazardous Waste Generator	Course - Module 5	California Compliance School c/o Richard Casagrande rcasagra@kccd.edu http://compliance.org/
	ADDITIONAL TRAINING REFERENCE MATERIAL		
	Onsite Tiered Permitting	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Onsite Tiered Permitting Flowchart	Document	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	Financial Assurance for Permit by Rule and Conditionally Authorized Treatment Units	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp
HW 208: Land Disposal Restrictions 1. Onsite or Offsite Treatment 2. Treatment Standards 3. Understanding dilution prohibitions 4. Generator paperwork requirements 5. Generators vs. Treatment Storage and Disposal (TSD) facilities to determine treatment standards	Land Disposal Restriction Training	Video	US EPA Website Sponsored by: Association of State and Territorial solid Waste Management Officials http://www.clu-in.org/conf/tio/ldr_071106/

HAZ WASTE COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information	
HW 209: Pollution Prevention/SB14 1. Source reduction evaluation review and plan 2. Hazardous Waste Management Performance Report 3. Summary Progress Report	Source Reduction Compliance Training	Video	DTSC website http://www.dtsc.ca.gov/PollutionPrevention/SB14/SB14_Intro.cfm	
	Pollution Prevention in the Vehicle Service and Auto Body Repair Industries	Video – 2 Parts	CUPA Forum Website 2008 Training Videos http://www.calcupa.net/training/training_video_library.asp	
	Pollution Prevention Methods for the Metal Finishing Industries	Video – 2 Parts	CUPA Forum Website 2008 Training Videos http://www.calcupa.net/training/training_video_library.asp	
	ADDITIONAL TRAINING REFERENCE MATERIAL			
	Auto Body Pollution Prevention Program	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp	
	Pollution Prevention for Metal Finishers	PowerPoint Presentation	CalCUPA Forum Website – 2008 Conference Presentations http://calcupa.net/conference/2008/default.asp	
	Unit 6 Engine Oil Life Extension	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	
	Unit 9 Oil/Water Separators	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	
	Unit 4 Refillable Spray Bottles	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	
	Unit 5 Reusable Oil Filters	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp	

HAZ WASTE COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
	Auto Body and Paint Shops – Pollution Prevention and Best Management Practices	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Auto Body and Paint Shops – Minimizing Paint Waste	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Auto Body and Paint Shops – Paint Gun Cleaning Solvent Recycling	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Auto Body and Paint Shops – Sanding Waste Management	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Auto Body and Paint Shops – Wastewater	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
HW 210: Lead Inspections at PBR Facilities 1. Legislative updates 2. Regulatory updates 3. Policy updates			
HW 211: Lead Inspections at PBR Facilities 1. PBR tank system assessments and certification	Tiered Permitting (Permit by Rule)	Course	DTSC c/o Aurora Asha (510-540-3874) mailto:aurora@dtsc.ca.gov

HAZ WASTE COURSE COMPENDIUM - INTERMEDIATE

Training Topic	Course(s)	Course Format	Contact Information
2. PBR inspections, 3. PBR regulations 4. PBR Phase I Assessments 5. Point of waste generation issues	Hazardous Waste Generator Training	Course - Module 5	California Compliance School c/o Richard Casagrande rcasagra@kccd.edu http://compliance.org/

HAZ WASTE COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
HW 301: Air emission requirements 1. Principles of Air Monitoring 2. Air emissions controls 3. Air emissions permitting requirements 4. RCRA Air Emissions AA, BB, CC	Compliance Assurance Monitoring	Online Course	Air Resource Training Online Classes http://www.arb.ca.gov/training/onlineclasses.php
	Principles of Ambient Air Monitoring	Online Course	Air Resource Training Online Classes http://www.arb.ca.gov/training/onlineclasses.php
HW 302: Financial Assurance for Tiered Permitting 1. PBR, CA Financial Assurance mechanisms 2. PBR Closure Cost estimate			
HW 303: SW 846 Protocols 1. Familiarity with SW 846 protocols and understanding of how to read SW 846. 2. Sample Analysis Planning (SAP) 3. Site Characterizations and SAPs 4. EPA sampling methods 5. Statistical analyses as it relates to representative sampling.	California Hazardous waste classification (for topic # 2)	Online Course	DTSC website http://www.dtsc.ca.gov/HazardousWaste/index.cfm http://ccelearn.csus.edu/waste/class/intro/intro_01.html
HW 304: Site Assessment and Mitigation 1. Sampling using the Triad approach 2. Site clean-up 3. Tiered permitting facility	Conceptual Site Model Development and Interpretation	Video – 3 Parts	CUPA Forum Website 2008 Training Videos http://www.calcupa.net/training/training_video_library.asp
	Corrective Action	Video – 3 Parts	CUPA Forum Website

HAZ WASTE COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
closure 4. Corrective action	Clean-up Process at Hazardous Waste Facilities		2008 Training Videos http://www.calcupa.net/training/training_video_library.asp
HW 305: Medical Waste Generators 1. RCRA Waste Pharmaceuticals and Chemotherapy Agents 2. U-listed waste (toxic) 3. P-listed waste (acutely hazardous) and Empty containers 4. Characteristic waste	Biotechnology Compliance Inspection	Video – 4 Parts	CUPA Forum Website 2009 Training Videos http://www.calcupa.net/training/training_video_library.asp
	Maggots, Leeches, Fetal Pigs and Digesters: Case Studies in Medical Waste and Hazardous Waste Determination	Video – 2 Parts	CUPA Forum Website 2008 Training Videos http://www.calcupa.net/training/training_video_library.asp
	Academic Lab Rule for Hazardous Waste	Video	US EPA Website http://www.epa.gov/wastes/hazard/generation/labwaste/training/
HW 306: Cross-programmatic issues (including but not limited to): 1. Containment / remediation 2. Mixed waste 3. Special wastes 4. Hazardous waste transportation standards and DTSC hauler registration program			
HW 307: Advanced RCRA Requirements	RCRA Inspector Training-Basic (RCR902)	Course - CD-ROM Based	NETI Online https://www.netionline.com/

HAZ WASTE COURSE COMPENDIUM - ADVANCED

Training Topic	Course(s)	Course Format	Contact Information
<ol style="list-style-type: none"> 1. Complexities of recycling 2. Interpretations of RCRA laws 3. Waste counting 4. Import and export of hazardous waste 	Industrial Materials Recycling 101	Video - Webinar	Sustainable Materials Management Web Academy June 2009 Series http://www.epa.gov/epawaste/rcc/web-academy/archive09.htm
HW 308: Lead inspection at oil refineries <ol style="list-style-type: none"> 1. Oil refineries processes 2. Oil refineries inspections 3. Complex Case Development 	Petroleum Refining (Course #288)	Online Class	Air Resources Board Online training Classes http://www.arb.ca.gov/training/onlineclasses.php
HW 309: Inspections at: <ol style="list-style-type: none"> 1. Federal facilities 2. Research facilities 3. Universities 4. Other emergent complex facilities 	DTSC's Electroplating Facility Inspection Tutorial	Video – 3 Parts	CUPA Forum Website 2008 Training Videos http://www.calcupa.net/training/training_video_library.asp
	Training on Academic Laboratories Rules	Video	US EPA Website http://www.epa.gov/multimedia/ORCR/index.html
	Chemicals in Schools	Video	Sustainable Materials Mgmt Web Academy 10/2009 Series http://www.epa.gov/epawaste/rcc/web-academy/archive09.htm
	ADDITIONAL TRAINING REFERENCE MATERIAL		
	Advanced Hazardous Waste Inspector Training	PowerPoint Presentation – 3 Parts	CalcUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp

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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)**⁵

§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 and use of instrumentation for detection and sampling of hazardous substances; (v)

⁵ Source - [Cal/EPA website](#)

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)⁶

(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 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.

⁶ Source - [CalOSHA Website](#)

(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)⁷

(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;

⁷ 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)⁸

(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

⁸ 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)⁹

(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.

⁹ 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)¹⁰

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.

¹⁰ 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)¹¹

(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.

¹¹ Source - [OAL Website](#)

8. Aboveground Petroleum Storage Act Inspector Requirements [CA Health & Safety Code Ch. 6.67 §25270.5 (c)]¹²

(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.

¹² Source - [LegInfo](#)