

Employee Training

Best Management Practices

Best Management
Practices
Fact Sheet
SC 3

Training of staff is critical to the success of the County's storm water program. Customize your training program to help staff meet their responsibilities.

Tailgate sessions can be held anywhere and modified to address the current job.



Selection of Best Management Practices

In order to comply with Santa Barbara County's Municipal Storm Water Permit, Best Management Practices (BMPs) must be employed at municipal facilities. Every department or facility must implement this BMP; they may add BMPs when appropriate. Facilities with a Water Quality Protection Protocol (WQPP) should follow the BMPs stated in that protocol.

A successful storm water pollution control program depends in large part on the appropriate training and education of employees. Training is important because one mistake or misunderstanding has the potential to create a costly pollution episode. Each department or facility is responsible for training their staff dependent on the types of activities and selected BMPs performed.

Practice

- 1.** Create your annual training plan in August at the same time that you review your program and report to PCW. Include in your plan the number of sessions, information to be covered, length of each session and training location (tailgate, classroom, etc.) of training.
- 2.** Make a copy of the BMPs you want to discuss and note the important points next to each BMP as a reminder. You do not have to create a formal training outline, but it can be very helpful. This also is part of your training plan.
- 3.** Incorporate storm water BMP training into your regular employee training, such as regular safety training sessions. Routine training is the best way to get BMPs integrated into your operations.

Goal / Purpose

To train employees in storm water awareness and pollution prevention as prescribed by their job duties.

Santa Barbara County

[www.countyofsb.org/
project_cleanwater](http://www.countyofsb.org/project_cleanwater)
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- a. Sessions on storm water BMPs for fieldwork is completed before fieldwork is initiated.
 - 4. Present materials in several different ways, use handouts, read a loud. Handouts can be a good way for staff to follow along during the session and it can be a reminder of what they are expected to do during the year. You can also post the information after going over it verbally. Make the training session interactive to keep peoples' attention.
 - 5. Conduct short, multiple training sessions through out the year to keep people thinking about preventing storm water pollution all year.
 - 6. At a minimum, annually review your BMP strategies and discuss with employees the effectiveness of the program. Make sure that employees understand the storm water discharge prohibitions and the BMPs identified for their facility. Each employee should be trained on BMPs for preventing discharge of pollutants into the storm drain system as it relates to their job responsibilities. Encourage employees to suggest modifications for existing BMPs and to create new BMPs; their suggestions will likely reduce labor and increase stormwater runoff protection. If the above suggested BMPs require some modification to work for you or do not cover some aspect of your operations or facility, call Project Clean Water at 568-3440 for assistance.
- Implement appropriate improvements to reduce potential pollutants. Notify Project Clean Water of these changes and suggestions for new BMPs in your annual report.
- 7. Keep the training sessions new by using different methods to present the information each year. Rotate using handouts, tailgates, posters and classroom exercises.
 - 8. Periodically check employee's work practices to ensure correct implementation. If corrections need to be made, update the staff with the new information on the proper procedure to follow in the next training session. Inclusion of corrections and new ideas for every day activities keeps the storm water training more relevant.

Associated BMPs

- All the source control (SC) and the treatment control (TC) BMPs

Contractors Requirements

- 9.** Ensure that contractors provide the County with a copy of their storm water awareness training and procedures for protecting the storm water system.

For additional information on this and other BMPs, or the County's responsibilities under the NPDES Phase II federal regulations for storm water discharges, see

www.countyofsb.org/project_cleanwater or contact Project Clean Water staff at 568-3440.