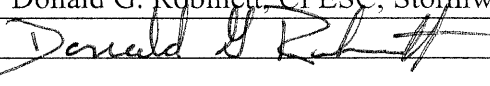



City of SeaTac

Policies and Procedures

Policy Number:	CW-011
Policy Name:	Illicit Discharge Detection and Elimination (IDDE) Mandatory Training Policy
Department(s):	Community and Economic Development, Fire, Human Resources, Parks & Recreation, Police and Public Works
Effective Date:	7/12/12
Supersedes:	N/A
Prepared by:	Donald G. Robinett, CPESC, Stormwater Compliance Manager
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

Illicit discharges and connections to the City stormwater system and natural waterways adversely impact the environment, health, safety and the recreational benefits of our lakes, streams, wetlands and the Puget Sound. Trained municipal field staff can be invaluable in assisting in the identification and reporting of illicit discharges to water quality staff. Furthermore, it is a condition of the Western Washington Phase II Municipal Stormwater General Permit (NPDES permit) that all municipal field staff be trained on the identification and reporting of illicit discharges and connections. This policy document is created to provide clarification of which city staff are subject to this mandatory training and which departments are responsible for providing the training and record keeping of this training.

Policies:

- 1) All municipal field staff, which as a part of their of their normal job responsibilities, might come into contact with or observe an illicit discharge or connection to the City stormwater drainage system, shall be trained on how to identify and report said illicit discharges and connections.
- 2) Public Works staff is responsible for the development and the implementation of the training.
- 3) Human Resources and Public Works staff shall coordinate tracking and record keeping of IDDE training.

Procedures:

- 1) HR will provide a list of names of all municipal field staff to Public Works staff upon request, as well as provide updates to this list as staff changes occur.

- 2) Public Works staff will notify city field staff when they are required to have training and provide them with one or more training options (i.e. in-person training or a self directed power point presentation).
- 3) All departments will ensure that notified municipal field staff take the training within 30 days of notification. Departments unable to comply with this timeline, shall notify Public Works staff - providing justification and a revised timeline for compliance.
- 4) Municipal field staff taking the training shall confirm their participation in the training (e.g. signing a sign in sheet or email confirmation to Public Works staff organizing the training).
- 5) Public Works Staff will track attendance or confirmations of training and provide this information upon request to Human Resources.
- 6) Public Works staff will also provide copies of training confirmations to Human Resources.
- 7) Public Works staff will include compliance with mandatory training in the City's annual NPDES report.

Scope:

Exhibit A contains a list of all job categories or positions that currently meet the description of municipal field staff identified in this policy and are subject to this mandatory training requirement. While office staff are not required to take this mandatory training, they are encouraged to take this training, if they periodically go into the field as a part of their duties and responsibilities.

EXHIBIT A

Job Categories or Positions Subject to IDDE Training Requirement

Assistant Beach Manager	Park Operations Lead
Assistant Fire Chief	Park Operations Supervisor
Battalion Chief	Park Operations Worker
Beach Manager	Seasonal Maintenance Worker
Code Enforcement Officer	Police Department Patrol and Field Staff
Facilities Manager	Plans Examiner/Inspector 1
Facilities Maintenance Worker 1	Plans Examiner/Inspector 2
Facilities Maintenance Worker 2	Public Works Inspection Supervisor
Fire Captain	Public Works Inspector
Fire Fighter	Public Works Maintenance Supervisor
Fire Inspector/Plans Examiner 1	Seasonal Maintenance Worker
Fire Inspector/Plans Examiner 2	Senior Public Works Inspector
Lifeguard	Stormwater Compliance Manager
Maintenance Worker 1	Water Quality Technician
Maintenance Worker 2	

Don Robinett

From: Don Robinett
Sent: Thursday, June 28, 2012 4:36 PM
To: Don Robinett; Gary Schenk; Jim Schneider; Anh Hoang; Kit Ledbetter; Jim Graddon; Tom Gut; Gwen Voelpel
Cc: Kristina Gregg; Todd Cutts; Brian Wiwel; Annette Louie; Stephanie Johnson; Susan Sanderson
Subject: RE: IDDE City-wide Training Policy
Attachments: IDDE City-wide Training Policy.docx

Thanks to everyone who sent in comments on the attached Citywide IDDE Training Policy. I only received one requested change (from Brian Wiwel with Fire). Per his request I have removed the Fire Chief from the list of municipal field staff shown in Exhibit A of the policy, as well as confirmed that the policy was flexible enough to allow Fire to use their Training Tracker website. Attached is the revised policy for a last chance to review. Please let me know if you have any issues by close of business Monday, July 2, 2012, because on July 3rd I'll be bringing it to Todd for signature.

Thanks Again.

Don

Don Robinett, CPESC, MRP
Stormwater Compliance Manager
City of SeaTac Public Works
206.973.4722

From: Don Robinett
Sent: Monday, June 11, 2012 10:58 AM
To: Gary Schenk; Jim Schneider; Anh Hoang; Kit Ledbetter; Jim Graddon; Tom Gut
Cc: Kristina Gregg; Todd Cutts; Brian Wiwel; Annette Louie; Stephanie Johnson
Subject: IDDE City-wide Training Policy

Attached is a copy of the proposed citywide policy regarding mandatory illicit discharge and detection and elimination training for your review and comment. Please share this draft policy with your staff as necessary to provide comments. Comments must be submitted to me before the close of business on June 25, 2012.

The subject training will be provided either in person by Public Works staff or through a self guided power point presentation which takes approximately 10 minutes to complete.

Please note that this draft policy is being shared with affected departments, pursuant to city policy # CW001. Please let me know if you have any questions.

Thanks

Don

Don Robinett, CPESC, MRP
Stormwater Compliance Manager
City of SeaTac Public Works
206.973.4722