

WESTAR Council

Basic Inspector Training (NACT 350)

June 16-18, 2020

REGISTRATION DEADLINE:
Friday, May 22, 2020

State of Idaho Dept. of Environmental Quality
1410 N. Hilton Street
Boise, Idaho 83706
Phone: 208-373-0502



WESTAR
Western States Air Resources Council

REGISTRATION INSTRUCTIONS:

First Time Users:

Please go to: www.apti-learn.net and follow the below steps:

1. Click on the "First time user? Click here to register" link in the upper right-hand corner of the webpage;
2. First screen requires: 1) work email address; 2) first and last names; 3) password; and 4) security question;
3. Second screen asks about affiliation/agency. There are two options for filling out this section:
 - o Agency Quick Search, or;
 - o Affiliation/Agency
4. Third screen includes a list of job functions and other profile information. You can click as many (or few) job functions as appropriate. Once you have completed this third screen, you are done setting up your profile.

After completing the profile:

5. Click the "Register" tab on the left side, or the "Register" bubble in the middle of the page;
6. Scroll down the Training Calendar until you see training course that you are interested in registering for;
7. On the right side of the table you will see a "register" link;
8. Click the "register" link (be patient it takes a few seconds for the confirmation note to pop-up);
9. You will receive an automatically generated email saying that you have been placed on a waiting list (this is so unapproved attendees can be weeded out).
10. Once approved, you will receive a second email saying you are enrolled.

Previously Registered Users (www.APTI-Learn.net):

1. Enter email address and password in appropriate spaces;
2. Go to step 5 (above) and follow directions.

IF YOU NEED ASSISTANCE REGISTERING FOR THE COURSE PLEASE CONTACT: JEFF GABLER (503) 478-4955 or JGABLER@WESTAR.ORG

TUESDAY, JUNE 16, 2020

8:30	am	Welcome, Introductions, and Course Objectives
9:15	am	Pre-Test
9:30	am	Introduction to Environmental Compliance Programs <ul style="list-style-type: none">• Overview and How the Inspector Fits into the Program• Relationship Between Federal, State and Tribal Authorities• Difference Between Criminal, Civil and Administrative Actions
10:45	am	Break
11:00	am	Introduction to Practical Exercise <ul style="list-style-type: none">• Show P3 Postponed Video• Describe Practical Exercise• Provide Instruction and Ground Rules• Split Into Groups
12:15	pm	Lunch (on your own)
1:15	pm	Inspection Planning <ul style="list-style-type: none">• Project Plan/Site-Specific Check List• Your Inspection Toolbox – What you Need to Prepare
2:00	pm	Data Resources <ul style="list-style-type: none">• Overview of ECHO• Other Resources
2:30	pm	Break
2:45	pm	Evidence and Documentation <ul style="list-style-type: none">• Four Types of Evidence (Testimonial, Demonstrative, Physical, and Documentary)• Chain of Custody
3:15	p,	Site Entry & Opening Conference <ul style="list-style-type: none">• Entry Authority & Process• Conference, Personnel, Discussions, Agreements• Denial of Access• Warrants
4:00	pm	Adjourn for Day

WEDNESDAY, JUNE 17, 2020

8:30	am	How to Conduct an Interview
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9:00	am	Exercise: “A Picture is Worth a Thousand Words”
9:30	am	Break
9:45	am	Review P3 Postponed Video (2 nd Time)
10:00	am	Assignment: Groups Develop a List of Activities (Inspection Plan), Review and Discuss the Activities, and Review Slides. One Group Lists the Activities and the Other Groups Add to the List as Needed (This is the Inspection Plan)
11:00	am	Onsite Inspection Process <ul style="list-style-type: none">• How to Conduct an On-Site Tour• Photos, Interviews, Samples & Records
11:45	am	Lunch (on your own)
12:45	pm	Sampling Records & Media, Photography <ul style="list-style-type: none">• Files, Physical Media Sampling• QA/QC• Digital Photography Policy & Guidance
1:45	pm	Closing Conference <ul style="list-style-type: none">• Request Documents & Records• Resolve Outstanding Issues, CBI
2:15	pm	Break
2:30	pm	Report Writing <ul style="list-style-type: none">• Review the Slides on how to Write a Good Report
3:00	pm	Enforcement Process & Responsibilities: What Happens After the Inspection <ul style="list-style-type: none">• Case Development• Negotiations• Hearing & Trial Process• Depositions/Testifying at Trails
4:00	pm	Adjourn for Day

THURSDAY, JUNE 18, 2020

8:30	am	Assignment: <ul style="list-style-type: none">• Groups Develop an Inspection Report Based on the Information on the Video and the Materials Provided using the Report Template
10:30	am	Review & Discuss the Group Inspection Reports
11:30	am	What Inspectors Need to Know About Criminal Investigations

11:45 am Post-Test and Closing Comments

12:30 pm Adjourn

ABOUT THE TRAINING

WHO SHOULD ATTEND: This introductory course is designed for new federal, state, local, and tribal environmental inspectors, and meets the training requirement under EPA Order 3500.1.

LEARNING OBJECTIVES: Those completing this course will have an understanding of the compliance assessment practices that are employed for evaluating air emission sources. The individual will gain an understanding of the following inspector tasks:

- Permit condition compliance documentation and evidence gathering
- Role of the field inspector
- Complaints handling and other inspection investigations
- Inspection of air pollution sources

COURSE DESCRIPTION: The course provides an overview of the aspects of inspection preparation, the procedures for conducting an inspection, and follow-up tasks that must be completed after conducting an inspection. Proper procedures are covered for investigating an air pollution complaint, conducting an inspection, and gathering evidence of an emission source compliance. The course also introduces various federal environmental laws and regulations to individuals that are new to environmental compliance programs.

SPACE LIMITATION: Registration is limited to 30 attendees. Air quality staff from the fifteen western states receive registration preference.

REGISTRATION FEES: There are no registration fees for state, local or tribal air quality agency staff. For federal employees, the registration fees are \$200.

TRAINING LOCATION

State of Idaho Dept. of Environmental Quality

1410 N. Hilton Street
Boise, Idaho 83706
Phone: 208-373-0502

HOTEL INFORMATION

Attendees and speakers are responsible for making their hotel reservations. Below is a list of potential hotels in Boise. The listed hotels are NOT within walking distance. WESTAR DOES NOT have room blocks at these hotels. Please ask for government rate.

The Riverside Hotel

2900 Chinden Boulevard
Boise, Idaho 83714
Phone: (208) 343-1871

La Quinta Inn & Suites @ Town Square

7965 West Emerald Street
Boise, Idaho 83740
Phone: 208-378-7000

Hyatt Place – Towne Square

925 N Milwaukee Street
Boise, Idaho 83740
Phone: (208) 375-1200

Oxford Suites Boise

1426 S Entertainment Ave
Boise, ID 83709
Phone: (208) 322-8000

Best Western Northwest Lodge

6989 S Federal Way
Boise, ID 83716
Phone: (208) 287-2300