



LOI # 8

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Study Title: Review, Develop, and Update Municipal Training Curriculum

Which topics from the SWG's priority list (Appendix A) do you propose to address?

Topic 2. Based on an evaluation of current trainings (e.g., Illicit Discharge Detection and Elimination, Operations & Maintenance, Controlling Runoff, etc.) implemented by individual MS4 jurisdictions, identify three to five effective trainings from each category and make recommendations to standardize and improve those trainings. Develop trainings for future use across all jurisdictions in Washington.

What type of project is being proposed?

Survey; Literature review & synthesis; update and develop training curriculum (online and in-person)

Short description of the proposed project

This study will identify and address gaps in the available municipal training curriculum and provide resources for municipal permittees to use to meet the training requirements of the Municipal Stormwater Permits (Permits).

WSC has prepared a summary of the training requirements in each Permit covering the following categories:

- Illicit discharges (identification, investigation, termination, cleanup, and reporting)
- Controlling runoff (permitting, plan review, inspections, and enforcement)
- Operations and maintenance (standards, inspections, Stormwater Pollution Prevention Plans [SWPPPs], and BMPs)
- Source control (BMPs, inspection protocols, and enforcement)



Tasks for the study are anticipated to include:

1. Developing a Technical Advisory Committee (TAC) with representatives from Eastern and Western Washington
2. Surveying municipal permittees to determine what jurisdictions are currently using to meet training requirements in their Permits
3. Collecting existing training materials
4. Identify up to five existing trainings for each training category in the Permits.
5. To address gaps in the existing training curriculum, identify three priority training topics for curriculum development. Early concepts include:
 - a. Illicit Discharge Detection and Elimination – develop an online training that builds on existing curriculum developed for the Illicit Connection/Illicit Discharge (IC/ID) Field Screening and Source Tracing Guidance Manual
 - b. Green Stormwater Infrastructure (GSI)/Low Impact Development (LID) – streamlined training curriculum that updates and adapts materials developed for the Statewide LID Training Program
 - c. Third topic (to be determined by the survey and TAC input) may include Operations & Maintenance, Modeling, Plan Review, or another priority topic
6. Developing curriculum for online trainings (e.g., Thinkific) and in-person exercises.

What type of information will be collected or analyzed for this proposed study?

The following information is anticipated to be collected as part of the survey task:

- List of resources that jurisdictions are currently using to meet Municipal Stormwater Permit training requirements (e.g., in-house trainings, in-person trainings conducted by others, videos, online trainings).
- List of priority training topics where additional curriculum is needed.



The following information is anticipated to be collected as part of the collecting existing training materials task:

- Training curriculum that jurisdictions are currently using to meet Permit training requirements (e.g., agendas, PowerPoint slides, handouts, worksheets, videos, hands-on exercises)
- Training curriculum developed previously as part of the Illicit Connection/Illicit Discharge (IC/ID) Field Screening and Source Tracing Guidance Manual (last updated by Aspect Consulting and Herrera Environmental Consultants [Herrera] in 2020) (e.g., agenda, PowerPoint slides, videos, hands-on exercises)
- Training curriculum developed previously as part of the Statewide LID Training Program (last updated by Herrera and supporting partners in 2017) (e.g., agenda, PowerPoint slides, videos, hands-on exercises)
- Training curriculum developed previously as part of the Source Control (Business/Site) Inspection Program Guidance Manual (last updated by Herrera and supporting jurisdictions in 2023) (e.g., Thinkific training module)
- Training curriculum developed as part of the Municipal Construction Stormwater Site Inspection Toolkit (last updated by Herrera in 2018) (e.g., agenda, PowerPoint slides, checklists, hands-on exercises)

All of the collected information will be analyzed, summarized, and discussed with the TAC to identify priority training topics.

What are the anticipated measurable outcomes and key deliverables that will be produced by the proposed study and how will they be used by Permittees and the Washington State Department of Ecology?

- Municipal training survey questions
- Municipal training gap analysis and needs assessment technical memorandum
- Online training curriculum for three priority training topics
- In-person exercises for up to three priority training topics



- SAM fact sheet

The municipal training survey questions will be used by the project team to collect information from municipalities to gain an understanding of the range of training materials that are currently used for Municipal Stormwater Permit training and to identify where the gaps are. These gaps (and recommendations for addressing the gaps) will be summarized in the Municipal Training Gap Analysis and Needs Assessment technical memorandum that will be a resource for permittees and Ecology in understanding the range of training materials that are currently being implemented and where improvements could be made. The online training curriculum and in-person exercises will primarily be developed for use by permittees in meeting their Municipal Stormwater Permit training requirements. The SAM fact sheet is intended to be used by Ecology to share information on the project once it has been completed.

Measurable outcomes include the number of participants in the municipal training survey and the number of participants who register for the online trainings (once they have been launched).

List the permittees or agencies you are proposing to coordinate with.

TAC members will be identified that represent Phase I and Phase II jurisdictions in Western WA and Phase II jurisdictions in Eastern WA. Additional subject matter experts may be added to the TAC once specific priority training topics have been selected. Ecology staff will also be involved with reviewing and providing feedback on deliverables.

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