

**Table A-1. Municipal Staff Training Strategy**

Category	Permit Section	Stormwater Training Topic	Target Groups	Frequency/ Years for Training	Potential Resources	Notes
Illicit Discharge Detection and Elimination	A.3.c.vi	Identifying and reporting illicit discharges (including procedures for enforcement and follow-up actions)	<ul style="list-style-type: none"> <li>Public Works Field Staff</li> </ul>	<p>Annually</p> <p>Once per permit term</p>	<ul style="list-style-type: none"> <li>HAZWOPER Training</li> <li>Internal training</li> <li>Illicit Discharge Detection and Elimination (IDDE) SOP</li> <li>Spill Response SOP</li> <li>MILMC 13.14</li> <li>Spill and Illicit Discharge Investigation Report Form</li> </ul>	
		Dry weather screening procedures, documentation, reporting, and follow-up actions	<ul style="list-style-type: none"> <li>Environmental Services Coordinator</li> </ul>	Annually	<ul style="list-style-type: none"> <li>Annual review of City's IDDE SOP</li> <li>Emergency Operations Plan</li> <li>Online IDDE Modules</li> </ul>	
Erosion and Sediment Control	A.3.d.vi	Best practices and new technologies for erosion prevention and sediment control	<ul style="list-style-type: none"> <li>Engineering Staff</li> <li>ESC site inspectors</li> </ul>	Annually	<ul style="list-style-type: none"> <li>Online trainings</li> <li>Joint agency workshop or professional group presentation</li> <li>Clackamas County Erosion Prevention and Sediment Control Planning and Design Manual 2020</li> <li>MILMC 16.28</li> </ul>	
		Plan Review	<ul style="list-style-type: none"> <li>ESC site inspectors</li> <li>Engineering Staff</li> </ul>	Once in permit term	<ul style="list-style-type: none"> <li>Review Plan Checklist and update as necessary</li> </ul>	
		Construction site ESC inspection processes and documentation procedures (including violations enforcement processes)	<ul style="list-style-type: none"> <li>ESC site inspectors</li> </ul>	<p>Annually</p> <p>Every 3 years</p>	<ul style="list-style-type: none"> <li>Internal training</li> <li>Construction Site Inspections SOP #10.04</li> <li>Erosion Control Inspection Report Form</li> <li>Erosion Control Requirements Form</li> <li>CESCL Certification</li> </ul>	
Post Construction Stormwater Management	A.3.e.vii	Proposed or adopted changes to stormwater design standards and stormwater related land use policies.	<ul style="list-style-type: none"> <li>Engineering Staff</li> <li>Planning/Community Development staff involved with land use reviews and approvals</li> <li>Site inspectors</li> <li>Field operations staff responsible for maintaining stormwater management facilities</li> </ul>	Once in permit term	<ul style="list-style-type: none"> <li>Internal training</li> <li>Public Works Standards</li> <li>City of Portland Stormwater Management Manual</li> </ul>	Training should be conducted during development (or following adoption) of new or updated stormwater design standards or stormwater related land use policies
		Plan Review	<ul style="list-style-type: none"> <li>Engineering Staff</li> <li>Environmental Services Coordinator</li> </ul>	Once in permit term	<ul style="list-style-type: none"> <li>Review Plan Checklist and update as necessary</li> <li>Public Works Standards</li> <li>City of Portland Stormwater Management Manual</li> </ul>	
		City site inspection processes and documentation procedures (including violations enforcement processes)	<ul style="list-style-type: none"> <li>Site inspectors</li> </ul>	Annually	<ul style="list-style-type: none"> <li>Joint agency workshop or professional group presentation</li> <li>Internal training</li> <li>MILMC 13.14</li> <li>Public Works Standards</li> </ul>	

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Category	Permit Section	Stormwater Training Topic	Target Groups	Frequency/ Years for Training	Potential Resources	Notes
Operations and Maintenance of Stormwater Management Facilities	A.3.e.vii A.3.f.x	Operation and maintenance best practices for stormwater management facilities	<ul style="list-style-type: none"> <li>Field operations staff responsible for maintaining stormwater facilities</li> <li>Engineering staff</li> <li>Environmental Services Coordinator</li> <li>Private property owners with Operation and Maintenance agreements and maintenance contractors</li> </ul>	Once in permit term  Annually	<ul style="list-style-type: none"> <li>Internal training</li> <li>MILMC 13.14.115 Inspection and Enforcement</li> <li>Public Works Standards</li> <li>Storm Rain Garden SOP (#10.01.006)</li> <li>Joint agency workshop or professional group presentation</li> <li>Private entities responsible for maintenance receive education material via an annual inspection</li> </ul>	Training is required under two different permit elements.
Stormwater Pollution Prevention for Municipal Facilities and Operations	A.3.f.x	Inspection, cleaning, and documentation/tracking procedures for MS4 related structures (catch basins, storm drains inlets, pipes)	<ul style="list-style-type: none"> <li>Public Works field staff</li> </ul>	Once in permit term or with onboarding of new staff	<ul style="list-style-type: none"> <li>Internal training</li> <li>Street Sweeping SOP #40.01</li> <li>Decant Facility Use and Maintenance SOP (#50.10)</li> <li>Recycling &amp; Disposal of Materials SOP (#70.01)</li> <li>Storm Ditch Maintenance SOP (#10.01.05)</li> <li>Storm Drywell Cleaning SOP (#10.01.002)</li> <li>Storm Main Line TVing SOP (#10.01.004)</li> <li>Storm Pipe Cleaning SOP (#10.01.007)</li> <li>Storm Catch Basin Cleaning SOP (#10.01.001)</li> <li>Storm Sedimentation Manhole Cleaning SOP (#10.01.003)</li> </ul>	Training should be conducted after development of the revised CB inspection and cleaning schedule.
		Stormwater pollution prevention and good housekeeping practices for field operations	<ul style="list-style-type: none"> <li>Public Works field staff</li> <li>ESC site inspectors</li> </ul>	Once in permit term or with onboarding of new staff	<ul style="list-style-type: none"> <li>Internal training</li> <li>HAZWOPER</li> <li>City of Portland Integrated Pest Management Program IPM</li> </ul>	Conduct in 2024, after update to municipal pollution prevention plan  Opportunity to offer training for staff from franchise utilities or other groups that conduct field operations in the City.
		Johnson Creek Campus stormwater pollution prevention plan and best practices	<ul style="list-style-type: none"> <li>Public Works field staff</li> </ul>	Once in permit term or with onboarding of new staff	<ul style="list-style-type: none"> <li>Internal training based on the City's SWPPP</li> </ul>	
		Integrated pest management and proper application of pesticides and fertilizers	<ul style="list-style-type: none"> <li>Public Works field staff</li> </ul>	Annually	<ul style="list-style-type: none"> <li>ODA Public Pesticide Applicator License</li> <li>Internal Training</li> <li>City of Portland Integrated Pest Management Program IPM</li> </ul>	
		Winter Operations Maintenance	<ul style="list-style-type: none"> <li>Public Works field staff</li> </ul>	Annually	<ul style="list-style-type: none"> <li>Winter Weather Response/Snow Event Training</li> </ul>	
Industrial and Commercial Facilities		Industrial/Commercial facility inspection procedures (including	<ul style="list-style-type: none"> <li>Environmental Services Coordinator</li> </ul>	Once in permit term	<ul style="list-style-type: none"> <li>Internal training</li> <li>High Priority Industrial Facility Stormwater Inspections SOP (#10.05)</li> <li>Facility Inspections for Fats, Oils, and Grease Program SOP (#20.04)</li> <li>Joint agency workshop or professional group presentation</li> </ul>	Training should be conducted after the City reviews and updates the Industrial and Commercial Facilities Strategy