Meeting Minutes
MARAMA Training Committee Meeting
Annapolis, Maryland
June 14-15, 2005

MARAMA held its Sixth Annual Training Committee Meeting at the O'Callaghan Hotel in Annapolis, Maryland on June 14-15, 2005. Fifteen attendees from Delaware, Maryland, New Jersey, North Carolina, Philadelphia, Virginia, EPA Region III, EPA OAQPS, MARAMA, Metro 4/SESARM and Rutgers Air Compliance Center participated in the two-day meeting.

Ms. Lutrey reviewed the objectives for the meeting as well as went over what has already been accomplished in 2005. As of May 31, 552 people had benefited from MARAMA's workshops, courses, and support to national and regional events.

A review of upcoming grant changes was provided to the Committee. The changes are a result of the Environmental Result Policy under the EPA Order 5700.7. MARAMA needs to identify how we will comply with the new order in their work plan. More detailed quarterly reports will be provided to EPA as part of this order. Attendees will be subjected to pre and post tests at all grant sponsored training courses starting in FY 2006.

Ms. Lutrey reviewed MARAMA's budget process as well as provided an update on where we stand financially. She noted that during FY2005 to date the costs were broken down as follows:

- 31% - Logistics: meeting room, banquet, a/v and transportation
- 36% - Contractor/instructor
- 33% - Support: room and tax for MARAMA members and speaker/instructor travel support

The state and local agencies participated in a Roundtable discussion based on a questionnaire that was prepared prior to the meeting.

Allegheny County was unable to attend and did not respond to the questionnaire.

Delaware indicated that the Air Quality Management Section did not have a training plan, however the Engineering & Compliance Branch did. Branch Management developed the Engineering & Compliance Branch training plan internally. At this time staff is not confined by travel restrictions, however they rarely send more than the two people that MARAMA will support to the training. It was noted that the Engineering & Compliance branch does both permitting and compliance for the facility. Delaware has lost 5 of the 75 Title V sources.

District of Columbia was unable to attend but did provide responses to the questionnaire. The Compliance and Enforcement Program has a training plan. There has been a severe reduction in travel for training for staff due to budget shortfalls and internal policy protocol changes.

Maryland indicated that they hired three new inspectors. It was also noted that the asbestos inspectors were being cross-trained. At this time there are no restrictions for travel. They have addressed a review of safety training by using the EPA Video on "Safety and The Agency Inspector."

New Jersey indicated that they are starting to do more on-site training and utilizing some in-house experts. They also noted that they currently do not have a travel budget and therefore need total support in order to attend many of the training courses not considered in state.

North Carolina plans to hold several courses in their agency, some of which are open to other agencies. They have two in-house trainers, Reg Jordan and Gary Saunders. North Carolina also has an agreement with Dr. Viney Aneja to do basic courses on VOC and Nitrogen compounds twice a year. They have

hired seven people for the mobile source staff. They are starting OBD testing and will be certifying testers and equipment as well as doing inspections.

Pennsylvania was unable to attend but did provide responses to the questionnaire. They are currently revising their training plan. They will be adding courses and put an emphasis on the self-instruction and web based courses that are more readily available. Pennsylvania's travel has been severely restricted and overtime is not granted for travel purposes. They request that training be on Tuesdays through Thursdays to allow for Monday and Friday travel when needed.

Philadelphia indicated that they have no in-house training and rely on Pennsylvania DEP, MARAMA and EPA Region III. They do have a downlink site. It is easy for them to travel in the city limits of Philadelphia, but budget constraints limit travel to outside the city.

Virginia noted that they have a new safety officer, David Atkins. It was also noted that there were approximately 270 staff in the Virginia Air Quality Agency. They currently do not have any real travel issues.

West Virginia was unable to attend and did not respond to the questionnaire.

Susan Mongold is part of the Office of Training Services of the Virginia DEQ which coordinates the training for the 870 employees in all the DEQ departments. Ms. Mongold presented a short update on the Virginia Learning Management System as well as reviewed the new Employee Development Plan.

The Learning Managements System (LMS) was purchased a little over 2 years ago. The do not separate their training by media and are now concentrating on cross media training. The managers are able to review their employees' transcripts for the past 5 years with this system.

The newest on-line too available to the Virginia DEQ is the Employee Development Plan. This application is not a part of the LMS, but Access and Oracle software that was developed in-house. Each year, supervisors update their staff's goals for professional development or when there is a new employee or a significant job change. Once the plans are completed, staff is notified when there is availability for a course that is on their plan. Although you do not have to have the course on your list to attend, priority is given to those with a documented need.

The Virginia DEQ uses this information to plan in-house conferences and to provide information to organizations such as MARAMA on their needs. Currently, Virginia DEQ conducts about 14-20 class offering a month except during the summer months. They have also developed relationships with local universities for specialty courses.

Following Ms. Mongold's discussion on their Employee Development Plan, Ms. Lutrey asked each agency present to share how they share the information regarding their training plan and guidelines for training.

Agency	Tracking Training	Training Plans
Philadelphia	Access database of courses that are completed	• Take courses as they are available. • On the job training
North Carolina	Access database, a copy of which is sent to supervisors annually	• Announcements are distributed to Supervisors • Supervisors determine what their employees need. • Secretary approval needed for 5 or more people or the cost exceeds $3,000. • Need 1st year training, ongoing and refresher courses.

		• Need courses on using computer, the English language, and writing training needs. • Have experts on staff.
New Jersey	Use an Excel spreadsheet	• Circulate to everyone if local and supervisors if regional. • Must fill out travel approval forms even if it is zero cost. • Are starting to have internal training.
Maryland	Access database for each program. Memo to personnel. Only tracks technical training.	• Post to the training bulletin board in each program. • Circulated to program for course • No pre-determination of attendees.
Delaware	Has a system, but reporting is spotty. Old system is in Excel and the new system is in Access. Working on a central department database	• Has a plan for compliance • Training Coordinator does all registrations • Report training each month per regulations
Virginia	Use the LMS	• Use Employee Development Plan

As part of the meeting, there was a working lunch that corresponded with the Joint Training Committee monthly conference call. There was a discussion on the EPA Grant Guidance for the Regional Consortia that was circulated. Other topics that were discussed included updates on the model course evaluation form, master list of training courses and instructors, mater list of MACT training and the 2006 JTC meeting. Arturo Blanco was introduced as the new AALPCO Training Committee Chair. All the attendees participated in the call and Rutgers ACC and EPA joined the call at the identified time.

John Hornback, Metro 4/SESARM presented an overview of Metro 4/SESARM and provided a schedule of what courses they are planning to hold during fiscal year 2006. Metro 4/SESARM has updated their website on training during 2005. They are still working on all the dates and they are interested in working with MARAMA on a course. Mr. Hornback noted that there was likely to be space in the CARB 100 and 200 series as well as the PSD Reform course. They will be doing the pilot offering of the CARB 334 course on Intermediate Permitting this fall.

Mike Gallo, Rutgers ACC reviewed the role of Rutgers Air Compliance Center and what they have accomplished over the years. Rutgers ACC developed the "Emissions Calculation and Data Reduction" course (Level II) during FY 2004. For fiscal year 2006 each Regional Consortia will be allocated 7 subsidized days. Additional days can be purchased at cost for holding the course. Rutgers continues to plan to redesign the Area Source MACT course for Computer-based delivery through a two-phase project with US EPA-EOG. The timeline for this project is yet to be determined.

Carrie Hart, Education Coordinator for Air & Waste Management Association (AWMA) joined the meeting via conference call. Ms. Hart reviewed the opportunities that AWMA has for training and education. They provide professional courses through their annual meeting, section/chapter meetings as well as specialty conferences. They also provide on-line courses that staff can attend for a nominal fee. The courses are in asynchronous format and taught by a qualified instructor. These type of courses are held 4 to 6 times a year and are open for about 6 weeks. Once a student completes and passes the course, they have access to the content.

AWMA's library of classroom courses can be purchased by other organizations, such as MARAMA or the state agencies to be presented at a location determined by the host organization. They are flexible on costs and they provide documentation for CEU's or professional education. Courses can be modified as needed. The host agency would be required to pay for any room charges, AV and honorarium and travel costs for the instructors. AWMA normally does the registration for these courses, but a host agency can do it instead.

Finally, AWMA offers audio and web conferences at a site fee of approximately $195. The conferences consist of enhanced PowerPoint and audio. There is a chance for interaction and polling. This type of event is generally used for hot issues. Upcoming issues include CAIR, carbon trading, environmental enforcement and the boiler MACT. A copy of the recorded audio can be purchased from AWMA after the conference.

Ms. Lutrey provided an update on MARAMA's upcoming course development project, Regional Air Quality Course. The purpose of the course is to provide a basic understanding of what's been done in the past, what's coming up and what still needs to be done to improve air quality. The course will be developed so that states can present the course as needed in their own agencies. Ms. Mongold indicated that this would be beneficial for community involvement but noted that two-days would be too long. Ms. Eggleston concurred with the train-the-trainer approach therefore allowing agencies to customize it. Ms. Morales noted that EPA can held develop the materials and will have someone be available to participate. They are currently working on the history of air pollution control.

Lourdes Morales, EPA OAQPS gave a presentation on the Education and Outreach Group and APTI. She provided an update on the ongoing revisions of several of the APTI courses and their expected completion dates Ms. Morales noted that APTI is experiencing a rebirth as a result of the changes in EOG and the Benchmark Study. They have gone from a staff of 35 down to a staff of 7 and have lost a lot of expertise and capacity. They have been working on cleaning-up the APTI materials, which includes rescanning, refreshing, reviewing, archiving and retiring the materials. They also plan to implement the quick fixes identified in the Benchmark Study. Finally they are adding real-time Internet interaction to training courses and workshops using WebEx. EPA will continue to enhance the interaction of courses and provide professional delivery. It was recommended that EPA include state and local employee representatives on the design team for new and revised courses.

The Annual APDLN conference will be held via satellite on October 5 and 6. There will be more information available later this summer. The satellite broadcasts will continue emphasis on emerging issues as well as be used in the blended approach of training for some courses.

The Training Benchmark Study is available on the Site Coordinators Resource Center website at http://epa.gov/air/oaqps/eog/apti/admin.html. As part of the Benchmarking Study EPA will revamp the evaluation process and needs assessment process as well as developing in house expertise.

Kurt Elsner, EPA Region III will continue to act as the EPA liaison for the MARAMA Training Committee. He noted that EPA Region III Air Protection Division follows the EPA Executive Order 3500.1 for those employees who lead compliance inspections/field investigations. There is not a specific plan for other employees other than a mentoring program for new employees. Mr. Elsner reviewed upcoming EPA sponsored courses and workshops. He noted that if state/local agencies would like the Air Enforcement Branch to conduct training on specific subject during FY 2006, they would be open to the possibility. Possible MACT topics include cement, glass, sulfuric/nitric acid PSD, landfills, and steel pickling. Additional workshops identified included a Regional Haze SIP Workshop scheduled for June 2005 and a Transportation Conformity Workshop in the Fall 2005. Mr. Elsner noted he would make available the revised MACT list that delineates which regions are leads for specific MACTs.

Amy Mann, Delaware presented on the Delaware Intranet Desk Reference that was developed and implemented last year. The on-line reference consists of 4 sections, administration, permitting, compliance and enforcement. The desk reference allows there to consistency amongst permits and compliance determinations through out DNREC. Each section includes interactive flow charts, reference information and templates. The permitting section guides permit writers through the permit development process while the compliance section guides engineers and scientists through compliance decisions including inspections, stack testing, and report reviews. The enforcement section guides engineers and scientist through enforcement decisions including letters or warning/deficiency, notices of violation, and administrative penalties. Finally the miscellaneous section includes additional information needed to complete daily tasks and includes links to web pages, statutory information and procedural information.

The Intranet Desk Reference is a living system and can be changed to meeting changing needs. Computer staff or the system administrator can make the adjustments depending on the type of changes needed. The overall development of the resource took about 2 years from concept to implementation which included gathering information and the IT department creating the product. The staff was initially trained on the software and is currently using it. This system has made the permit processing easier and more consistent. There was interest expressed by various committee members in this reference. Ms. Mann invited committee members to Delaware to see a live demonstration.

On the second day, Ms. Lutrey presented the MARAMA Needs Assessment survey results. The top courses identified in each category of training were reviewed as well as the preliminary agenda put together by Ms. Lutrey.

It was determined by the Committee that there was not sufficient need for a CARB 100 in FY 2006. Ms. Mongold noted that Virginia would have new employees but would prefer the APTI 452. She indicated that Rutgers piloted the course 2 years ago, but the materials were a shamble. She felt that an experienced instructor could make it work. Virginia currently holds an APTI 452 every 18 to 24 months. It was decided the MARAMA and Virginia would partner with this. Since, North Carolina expects a need for the 452 as well it was determined to hold the course in Raleigh during 2006, instead of Virginia doing one in May 2006.

Attendees determined they would have a CARB 200 series in October 2005 in the Philadelphia-Trenton-Wilmington area and another one in June 2006 in the southern part of the MARAMA region. Ms. Lutrey was to see which courses worked well together both by content and instructor. The choices were from the following:

October:	284 – VOC Control Devices
	271 – Stationary Reciprocating Engines
	273 – Industrial Boilers
	272 – Stationary Gas Turbines
	230.4 – Graphic Arts
June:	230 – Surface Coating Operations: Metal Parts and Products
	285 – Landfill Gas Control Facilities
	222 – Principles of Ambient Air Monitoring
	230.2 – Surface Coating Operations: Auto Refinishing
	233 – Solvent Cleaning: Degreasing Operations

The committee members recommended holding the new Intermediate Permitting Course (CARB 334) in April 2006. Ms. Lutrey will contact Ms. Devore on this course as well.

The attendees identified, which Rutgers courses they wanted to schedule for 2006. So far the following Rutgers courses have been chosen:

- Compliance Assurance Monitoring (CAM) – January 2006 – Woodbridge, VA
- General VOC Source Regulations – February 2006 – Cherry Hill, NJ
- Inspection Procedures and Safety – March 2006 – Richmond, VA

Based on the survey it was suggested that MARAMA sponsor Combustion Evaluation (APTI 427) and Control of Particulate Emissions (APTI 413). Both Pennsylvania and New Jersey had a great need for these courses. It was determined to see which course we could get and hold it in the Harrisburg area. The Training Committee will discuss this again on the next Training Committee Conference call.

Other courses on the preliminary schedule included the Stack testing Observation and Evaluation Course (offered by PA) and the Risk Assessment Workshop. Both the workshops will remain on the schedule for 2006. The Stack testing course scheduled for November 2005 in Virginia. The Risk Assessment Workshop is tentatively scheduled for May 2006 somewhere along the I-95 corridor, possibly Newark, DE.

Ms. Mongold noted that Virginia was looking into doing a series of Risk Communication courses in Virginia. She has been in contact with Helen Duteau, EPA of the Community Involvement section. The course deals less with the assessment and more on how to communicate the risk. Ms. Mongold will circulate additional information after the meeting.

There was a discussion regarding 2007 priorities and future trends. Region III's priorities for 2007 include degreasers (subpart T of MACT), cement plants, ports, and community based initiatives. Mr. Elsner noted he would forward EPA Region III's priorities to the committee. In regards to the community based initiatives they are looking to enhance the skills in working with the communities. Virginia has already begun work on these types of meetings with the help of Jan Allen and the Virginia Commonwealth University. They are in their second round of meetings. The topics of these meetings include leadership, problem solving, community involvement, facilitation, and speaking. North Carolina is doing some in-house training on outreach and speaking to the public.

Mr. Shore noted that Webex was not currently optimized, but was a good start and provided interaction between a remote presenter and a classroom. Ms. Lutrey concurred but indicated that it was better for shorter courses (about 2 hours). Though this technology is a great new tool, Ms. Mongold reminded the committee that staffs also want time to be present and meeting employees from other states. One of the shortcomings of on-line courses was the tendency of staff being interrupted when they are on an online course in their cubicle.

Laramie Daniel and Maricellina Gurley noted that Maryland has more seasoned staff and needs updates and workshops instead of focusing on introductory courses. Other attendees concurred with this recommendation. There was a suggestion to do workshops on more specialized topics such as consumer products since states are starting to do minor source inspections. There is also a need for refresher courses. Mr. Shore recommended using the videos from University of Tennessee for updates and refreshers as needed.

The 7th Annual Training Committee Meeting will again be held in June. It was decided to hold the meeting in New Jersey during 2006. Suggestions for the location include Cherry Hill and Stone Harbor.

A list of Action Items was developed at the end of the meeting. A copy of it is found below:

- Check with Nancy Devore regarding the CARB 200 series for October and June 2006. - *Alice Lutrey, MARAMA*
- Circulate information regarding the Risk Communication course that Virginia is working on. – *Susan Mongold, VA*
- Keep in touch with the Rick Shores and what they are doing with Risk Assessment – *Rick Shores, NC*
- Check with PA DEP Stack Testing Staff regarding a course in the Spring 2005. – *Rick St. Louis, PA DEP*
- Check which course (APTI 418 and 427) is available for May 2006 – *Alice Lutrey, MARAMA*
- Schedule with Nancy DeVore CARB 334 for April 2006. – *Alice Lutrey, MARAMA*
- Circulate a list of regional MACT experts to the committee – *Kurt Elsner, EPA*
- Talk with Carol Febo regarding the Conformity Class – *Kurt Elsner, EPA*
- Circulate the list of EPA Priorities to the committee – *Kurt Elsner, EPA*
- Meet with Region III regarding training – *Susan Wierman, MARAMA*
- Follow up on the stack testing course by Pennsylvania – *Alice Lutrey, MARAMA and Susan Mongold, VA*
- Check with instructor availability for the Rutgers courses – *Kelly Francisco and Mike Gallo, Rutgers*