Meeting Minutes
MARAMA Training Committee Meeting
Cherry Hill, New Jersey
June 14-15, 2006

MARAMA held its Seventh Annual Training Committee Meeting at the Holiday Inn Cherry Hill in Cherry Hill, New Jersey on June 14-15, 2006. Seventeen attendees from Delaware, the District of Columbia, Maryland, New Jersey, North Carolina, Pennsylvania, Philadelphia, Virginia, EPA Region III, MARAMA, Rutgers Air Compliance Center and the Rutgers Air Pollution Training 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 2006. As of May 31, 677 people had benefited from MARAMA's workshops, courses, and support to national and regional events.

Ms. Lutrey provided an update on where MARAMA stands financially. She noted that during FY2005 the costs were broken down as follows:

- 28% - Logistics: meeting room, banquet, a/v and transportation
- 40% - Contractor/instructor
- 30% - Support: room and tax for MARAMA members and speaker/instructor travel support

A review of upcoming grant changes was provided to the Committee. Ms. Lutrey noted that beginning in 2007, the Universities would need to compete for the grants. The MJO's are currently exempted from the competition due to co-regulator status but they need to apply for the status each year. The Joint Training Committee is seeking suggestions on how to fund the Universities.

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 they currently have 13 vacancies but are under a hiring freeze for the time being. They have also entered a budget crisis and can now only travel sparingly with support. The have undertaken a Value Stream Mapping of their permitting process and have managed to reduce the number of days of turning around a permit. They have also passed a minor new source review rule that requires a BACT analysis for any process that emits 5 TPY or more of any pollutant. Finally they have written a new distributive generation rule.

District of Columbia indicated they are now part of newly created department, the DC Department of Environment and that they may be moving to a new location in the future. They are still working out all the details. The DC Air Director has been out of sick leave. They also have a new monitoring chief, Rama Tangirala. It was noted that due to the reorganization that there may be an influx of new employees. Finally, Ms. Achuko indicated that it was easier for them to participate in training and workshops that are within a 50 mile radius of their office.

Maryland noted that have a new Director and that the Asbestos Programs are now divisions under the Air Quality Programs. They have undertaken Architectural and Industrial Coating Manufacturing (AIM) and Consumer Products MACTs over the past several months. Their upper management was required to take two on-line FEMA courses this year as well. Finally they are implementing a new database, Tempo, and are currently in the test phase.

New Jersey indicated they are still under strict travel restrictions and have more implemented more policies that make traveling more difficult of our state and while there is less money to spend. There is now a 30 day approval needed for any travel. In spite of the travel restrictions, NJ has been utilizing all

the courses which Rutgers offers as well as those offered by MARAMA and NESCAUM and are offered in NJ or nearby Philadelphia. They have initiated in-house training and have those who attend courses and workshops provide a presentation to the rest of the staff. Many employees are unable to take advantage of on-line training due to antiquated computers. They are in the process of trying to update the old computers but it is taken a while.

North Carolina reviewed their training for 2005 and noted that they had 881 people got to a course. Mr. Shores prepares and annual training report for the DAQ management. The DAQ is in the first phase of the job exchange program in where key managers are swapped within the division to allow them to gain knowledge of the different parts of the organization. The managers, who volunteered, are moved to another area for a 6 month assignment. Finally, there is a new Permits Chief, Don VanderPark who will begin the position after his 6 month assignment. Laura Butler, for Permits Chief has left to work for EPA.

Pennsylvania has many senior staff that will be retiring in the next couple of years including Rick St. Louis who plans to retire in June 2007. They have hired three new employees but continue to have several vacancies. The spending plan for 2006-2007 has not yet been approved. They are looking at furloughs if the budget is not passed by July 1. Over the past year, Pennsylvania has been developing a more stringent mercury rule and streamlining their permit process. Finally, Pennsylvania noted that the training of Virginia staff in Source Testing Observation Techniques using the PA Source testing staff was a success. The cost to Virginia was about $1000 for the instructors travel plus materials.

Philadelphia noted that they have lost three engineers, a chemist supervisor, four field inspectors, a programmer, and three clerks due in part to the requirement of living in Philadelphia to work at the Philadelphia Department of Public Health and to retirement. There remains a current workforce of 70 employees and an additional 18 vacancies of mainly clerks, chemists and field inspectors. They have in the last year hired four new Graduate Environmental Engineers and one Grants and Voluntary Programs Coordinator. For years, they had been focusing on control by regulations, but now, in addition to regulations, the focus is shifting to control through voluntary programs.

Virginia has announced the Director opening and has begun a search for a new Director. Approximately 25% of the staff has 20 plus years and another 5% have 30 plus years service with the DEQ. The turnover rate has been at about 30% every 18 to 20 months. The Training Division is constantly bringing in new training for the Virginia DEQ. They have begun focusing on in-house training and utilizing in-house knowledge. In 2005, Virginia worked with Dr. James Janhke to develop a Part 75 CEM course.

West Virginia was unable to attend but did provide a questionnaire. For 2006 and 2007 West Virginia does not have any training scheduled. It was noted that there was big demand for MACTs especially Pesticide Active Ingredient (PAI).

Ms. Lutrey provided an update on MARAMA's upcoming course development project, Regional Air Quality Course. The course will be consisting of a series of modules that can be used together for a one-day course or as separate entities'. It is planned for the states and locals to utilize this course with in their own agencies as well as with external agencies. Ms. Achuko noted that this would be very helpful to train their administrative staff many of whom do not understand the work that is done at the Air Quality department. The other attendees concurred with her. Ms. Lutrey noted that the pilot offering of the course would be held on July 21 in Philadelphia and asked the Training Coordinators to check to see if anyone from their agencies were interested in attending. Several attendees noted they would check when they returned to the office.

Mike Gallo, Rutgers ACC reviewed the role of Rutgers Air Compliance Center and what they have accomplished over the years as well as within the MARAMA region. In 2006 Rutgers is working with CenSARA to update Emissions Calculation and Data Reduction, Combustion Source Inspection and NOx Emissions Control. For the Emissions Calculations course they completed the notebook and for the other two they are transferring the information to PowerPoint as well as including new graphics. For 2007, Rutgers has proposed to update Compliance Assurance Monitoring (CAM) course with the aid of

CenSARA. They are in the process of working on the Analytical Methods for Air Quality Standards (APTI 464).

Francesco Maimone, Rutgers APTC reviewed the role of Rutgers Air Pollution Training Center and what they have accomplished. He also noted what courses they had scheduled for 2006 and 2007 and reiterated the importance of laboratory courses. The Training Center has also added an additional room to allow state and local staff to learn how to use instruments outside of class. A list of the instrumentation that Rutgers has available was provided. Mr. Gayne asked what Rutgers was doing concerning mercury emissions and Mr. Maimone noted that they were not currently looking into it. Mr. St. Louis noted that there have been a many requests for it as well in Pennsylvania.

Ms. Lutrey presented an overview of what the different Regional Consortia's were working on. Each consortium is working on a project with in their jurisdiction.

CenSARA is working on an Air Quality Staff Training Survey and Curriculum Development for the CenSARA agencies. They plan to begin in two weeks and end by February 28, 2007. The contractor will identify existing curricula for various field of work found commonly in state and local AQ agencies, identify pre-packaged training that could meet the needs and develop training outlines sufficient in detail to represent all areas of training to address the collective needs. Mr. Shores inquired why this was being done for the CenSARA agencies only and Ms. Lutrey indicated she was not sure of the reasoning aside from being funded through CenSARA.

LADCO agencies were facing severe travel restrictions while at the same time needing to train a high number of staff on the promulgated MACT rules. Their solution for this problem was to develop web casts in conjunction with the Illinois EPA on MACTs that were needed in their area. They have contracted with Hank Naour a retired IL EPA employee to develop the web casts. To date they have completed the following MACTS:

Small Secondary Aluminum MACT
Municipal Solid Waste Landfill (subpart EEEEE)
Iron Foundry
Metal Coil (subpart SSSS)

They are currently in the process of completing Metal Furniture Surface Coating (subpart RRRR), Chrome electroplating (subpart N) and Metal Can (subpart KKKK). They plan to complete a few each year. As they continue create new web casts, they refining their techniques and format as they go. They plan to separate the web casts into topics as well as involve more IL inspectors and engineers as instructors. They can be accessed on the IL EPA web site at http://www.epa.state.il.us/air/mact.

NESCAUM has been developing over the past few years a mobile source curriculum. To date they have developed a Mobile Source 101 course that focuses on an overview of mobile sources. They have also developed Mobile Source 201 which is a supplement to Mobile Source 101 with an emphasis on diesel. The instructors for the 201 course are John Mooney and Jane Armstrong of EETPI. If anyone is interested in offering either of the courses they should contact Charla Rudisill at NESCAUM (crudisill@nescaum.org or 617-259-2036)

Metro4-SESARM plans to develop an enforcement course that will teach staff the basics of conducting enforcement work. The goal is pull together the needed information scattered in several other courses into one cohesive course. Mr. Hornback has a long a list of possible topics that he would like to include in the course, that will need to pared down to fit into the 2 ½ to 3 day course. The target for this course would be new enforcement personnel. Their next step is to release an RFP to find a contractor.

WESTAR has been providing advance specialty technical workshops to their agencies every 12 to 18 months. They focus on the emerging issues that have little or no training available. The speakers include state, local and EPA experts from around the country and occasionally they collaborate with CenSARA. In the past they have developed with RTP and CenSARA the BACT Determination course. For the most part their workshops are one time offerings.

Ms. Lutrey presented an overview of what e-learning was and what was currently available on the World Wide Web. As part of the presentation, Ms. Lutrey provided everyone with a list of web sites that have information on training and indicated that the list was not all inclusive. As the travel and training funds are being cut there seems to be a push from different factions to do more web based training. A discussion on the merits of web based training versus traditional classroom training ensued. It was noted that the need for face to face training is not only to learn the material but also to provide networking capabilities for new and experienced employees. It was also noted that some courses require a hands-on component that would need to be done in a lab or classroom setting. There was also a concern about the cost of developing a web course verses the cost of a classroom course. The electronic course can be very expensive but be provided to more people at one time. The cost of a traditional classroom cost includes not only the contractor costs and any development cost but also the cost of travel to the course. It was noted that there is a need for both types of training and possibly a hybrid of the two may work the best. Ms. Gayne noted that a course they developed required pre-requisite knowledge and that this may be accomplished via an electronic course prior to the classroom course offering.

Ms. Lutrey gave a presentation on the status of training and EPA OAQPS. EPA OAQPS has been reorganize and the Education and Outreach group that worked on training and the APTI courses was eliminated. At the time of the reorganization one employee, Dennis Shipman, was retained to work on training. Since the reorganization, staff from the new Outreach and Information Division has become involved with the JTC and

Kurt Elsner, EPA Region III continues to act as the EPA liaison for the MARAMA Training Committee. Mr. Elsner reviewed the workshops that EPA plans to be involved with this year. The meetings included the Diesel Emission Calculation Workshop in Philadelphia (August 21-22), EPA National Air Toxics Workshop (Fall 2006), and EPA Region III Air Toxics Summit (Spring 2007). He also noted that if the state/local agencies would like the Air Enforcement Branch to conduction training on specific MACT, they would be open to that possibility.

Ms. Lutrey presented a short presentation from NETI as well that was prepared by Zena Aldridge. There was a concern that the courses are not necessarily air specific. Ms. Aldridge noted that this was correct, but that they can do specified courses at no cost except for the travel expenses of the instructor. Ms. Lutrey noted that MARAMA could not cover the costs of EPA employees and therefore has not been able to take part in many of the courses. She suggested that states may be able to utilize this type of training with their funds.

Andy Gayne, Virginia presented on Virginia's Training Plans from both an administrator and users point of view. Mr. Gayne gave an overview of the DEQ Training Program over the years and how it came into being. Part of the Training Program is the Training Coordination Committee which is responsible for provide cross training, develop of in-house courses for new hires, develop a training plan for 2006-7, and identify new technology that is available and work with the Office of Training Services to identify a means of providing employee awareness of the new technologies. Each year a priority list of courses is developed by the Training Coordination Committee which is based on future courses offerings, past course offerings and agency initiatives. The purpose of the priority course list is to focus the attention of the group, focus the budget and justify the course cost. Employees pick from the focused list as part of their employee development plan. As the items are scheduled employees are notified and they can register for the course.

Rick Shores, North Carolina presented on how North Carolina's Training Plan works. He indicated that all training goes through him and he does the travel authorizations as well. The Division of Air Quality has a Training Matrix Guide which includes job categories and the courses needed for those positions. Supervisors use this matrix to develop a specific training plan for their employees. Aside from the technical training, employees are also encouraged to take computer training as needed. Employees can access information on the Training and Education Resources on the DAQ website. At this time, they are working on developing and implementing a system that is similar to Virginia Training Plan. Employee attendance at courses is tracked through an access database.

Finally, Amy Mann, Delaware presented on their Training Plan. She indicated that DE was a unique set up in that each of 22 engineers and scientists are assigned to several facilities and is responsible for all permit writing, inspections and compliance activities and enforcement actions at each assigned source. Through strong management support, they were able to develop a training policy and plan. The policy and plan incorporates Department and division requirements, contains requirements for new and veteran employees. It also contains technical and "soft skill" training requirements. They are now looking for a way to track the training that staff has taken. The current system is not working.

On the second day, Susan Wierman, MARAMA reviewed the current status of the National Training Strategy. In early January, several JTC members and EPA met to develop a National Training Strategy and as part of the process a list of several recommendations were identified. Ms. Wierman presented an update on the status of these recommendations:

- Needs assessment
- Curriculum/course path
- Course Content Updates and Development
- Workshop Information exchange & coordinate course scheduling
- Pilot study on course format
- Master calendar maintenance
- Evaluations
- Training providers grant options

Each item is either completed or in process of being completed. EPA has agreed to the strategy and has committed to several of the items recommended for EPA to complete. The next step is to implement the National Training Strategy and the transition plan. There will be a meeting on June 16 to discuss these options. In regards to exploring funding options, Mr. Terrell of OK DEQ has been talking with OECA regarding SEP funds. Mr. Gayne and other MARAMA members noted that there could be a one to five year lag for the funds. There would also need to be a correlation between violation and training. Finally, Ms. Wierman encouraged MARAMA Training coordinators to participate in the monthly JTC conference calls as there are updates on financial and programmatic issues discussed.

Ms. Lutrey reviewed the results of the 2006 MARAMA Needs Assessment survey that focuses on Training for 2007 and 2008. The top courses identified in each category of training were reviewed as well as the preliminary agenda put together by Ms. Lutrey.

Attendees determined they would have a CARB 200 series in September 2007 in the Virginia/North Carolina area. The second series that MARAMA scheduled will be cancelled as there was not sufficient need for two series offerings. Ms. Lutrey will contact Ms. Devore in regards to which courses worked well together both by content and instructor. The choices were from the following:

September: 262 – Fugitive VOC Inspections
272 – Stationary Gas Turbines
242 – Hot Mix Asphalt Facilities
243 – Aggregate Plants
244 – Concrete Batch Plants

The committee members recommended holding the two offerings of Principles of Environmental Compliance and Enforcement (335). One offering would be held in the northern region of MARAMA, while the other would be held in the southern region. 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:

- Inspection of Gas Control Devices and Selected Industries – February 2007 – Virginia
- Area Source MACT – Early May or June 2007 - Hagerstown, MD
- Emissions Calculations & Data Reduction – August 2007 - New Jersey/Philadelphia area

Based on the survey it was suggested that MARAMA sponsor Control of Particulate Emissions (APTI 413). Mr. Maimone noted that Rutgers Air Pollution Training Center had not identified their other two courses for 2007 and that may be able to provide that course. It was determined that MARAMA would hold on offering in Raleigh, NC area and see if Rutgers ATPC could hold another in Pennsylvania. Ms. Maimone would check with Barbara Turpin, the Principle Investigator for Rutgers APTC to see if this is possible.

Other courses on the preliminary schedule included the MACT: HON, Polymer Resin, and MON Overview course developed by MARAMA, Boiler MACT Workshop and the BACT Determination Course.

Ms. Lutrey noted that MARAMA had the materials to present the MACT: HON, Polymer Resin and MON Overview course but did not have instructors. Ms. Mann indicated that she would check with two staff members at Delaware that may have the skills to teach the course. If they were interested in participating she would then seek permission from the Director.

It was indicated that was a great need for MACT Training. After reviewing the course description it was decided that the Boiler MACT may be more information than was required by the states. Ms. Lutrey inquired if MARAMA should put on a MACT Workshop and Mr. Elsner, EPA noted that MACTs are discussed at the National Air Toxics Conference which will be held in the fall of 2006. Ms. Mann noted that only a select number of staff attends the meeting and not everyone who need it received the information. Mr. Elsner indicated that EPA Region III holds an Air Toxics Summit each year with MARAMA and that maybe we could include a day on MACTs at that time. It was discussed that the topics for day would include those MACTs that are promulgated and compliance dates are within the next year or so. Mr. Elsner and Ms. Lutrey noted that they would talk with David Campbell, EPA Region III about including that on the agenda. Ms. Lutrey also invited members to participate in the Air Toxics conference call when the agenda was discussed. Ms. Lutrey will notify the Committee when the call would be held.

Finally, there was a discussion about offering a BACT Workshop. Ms. Lutrey noted that the three day course offered by RTP Environmental cost $15,000 in contractor costs. Ms. Lutrey recommended holding a technical workshop as an alternate to the course. The members concurred that this would be a good way to present the information. Mr. O'Sullivan, New Jersey noted that this would be a great way for states and locals to showcase their strengths and assist other agencies. It was discussed the workshop would focus not only on BACT but also on other top down approaches such as BART and LAER. He indicated that NJ would give a presentation on the Presumptive State of the Art. Ms. Lutrey indicated that she would need assistance in pulling together an agenda and the speakers and asked for volunteers. Ms. Mann indicated she was interested and would check with her supervisor on doing so and Mr. O'Sullivan indicated someone from NJ would also participate. In order to provide enough time to plan the workshop, it was decided to hold it in July/August 2006. The location has yet to be determined.

Mr O'Sullivan, Director of the New Jersey Air Program expressed his appreciation of MARAMA and the job MARAMA does with training and also thanked the Training Committee in all that they do to make it happen.

The Annual Training Committee Meeting will again be held in June. It was decided to hold the meeting in Virginia during 2006. Suggestions for the location include Charlottesville and Harrisonburg.

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 September 2007. - *Alice Lutrey, MARAMA*
- Check on the availability to offer a second APTI 413 in Pennsylvania as part of the Rutgers APTC schedule – *Francesco Maimone, Rutgers APTC*

- Check on the inclusion of PM2.5 in the material for APTI 413. – *Francesco Maimone, Rutgers APTC*
- Check if Virginia plans to hold an introductory level (either CARB 100 or APTI 452) in 2007 – *Andy Gayne, VA*
- Schedule with Nancy DeVore CARB 335 twice in 2007. – *Alice Lutrey, MARAMA*
- Talk with Dave Campbell regarding the inclusion of a MACT day for the Air Toxics Summit – *Kurt Elsner, EPA and Alice Lutrey, MARAMA*
- Pull together an ad hoc committee to develop the Technology Review for Permitting Workshop– *Alice Lutrey, MARAMA*
- Check with instructor availability for the Rutgers courses – *Kelly Francisco, Rutgers ACC*
- Send out information on the next MARAMA Training Committee Conference Call – *Alice Lutrey, MARAMA*