

MARAMA 10th Annual Training
October 26-27, 2009
Harrisburg, PA

Participants: Ed Peresie-Allegheny County; Tony Manson-DE; Laramie Daniel and Marcellena Gurley-MD; John Capers-NC; Dean Van Orden-PA; Hallie Weiss-Philadelphia, Kevin Vaughan and Todd Alonzo-VA; Kurt Elsner-EPA Region III; Alice Lutrey and Susan Wierman-MARAMA.

The 2009 MARAMA Training Committee meeting was held on October 26-27 in Harrisburg. Eight of the MARAMA agencies were present at the meeting as well as EPA Region III.

MARAMA Updates

Ms. Lutrey reviewed the meeting goals, which included:

1. Develop a basic plan for the MARAMA Training & Workshop Schedule for 2010-2011.
2. Identify emerging issues that require training and coordination
3. Finalize Training Guide breakdown
4. Share information to help members coordinate training for their agencies
5. Identify ways to effectively participate in a web conference

For the period of January 2009 through September 2009 MARAMA held 13 courses with 447 attendees participating. Of the 13 courses, three were training workshops and not off the shelf courses. In regards to the courses this year all agencies except for North Carolina sent at least 5 people to training in 2009 thus far. North Carolina did not have a steady training coordinator until recently, plus travel out of state has been very difficult. North Carolina has participated in coordination workshops and support opportunities.

MARAMA has several training events coming up in the near future including some support opportunities and MARAMA's first webinar.

Agency Roundtable

The Training Committee provided state and local updates.

Allegheny County: Compared to other agencies, Allegheny County is pretty self sufficient and isn't under the strict travel polices. They have also hired 6 new staff member. Although they are not under travel bans, they still have trouble getting staff to attend training due to their resistance to travel. Allegheny is also developing an Odor Course and currently looking at bids from Trinity Consultants, Tech Environmental and St. Croix.

Delaware: Several of Delaware's vacant positions have been lost due to the budget cuts including those that were vacated due to retirements. Although they did lose positions they were able to hire 6 new technical staff. In regards to a discussion about OSHA training, Delaware noted that they identify who needs this type training by their job safety classification.

District of Columbia: There was no District of Columbia staff present for the meeting; however they did provide a completed questionnaire. The District hired one asbestos inspector and three monitoring staff.

Maryland: The Air & Radiation Management Administration (ARMA) hired new staff for compliance, permits and planning (climate change) and monitoring. They have utilized online training through EPA and depending on the number of attendees, they either participate at their desks or in a conference room. They are not tracking who participates in webinars. To offset the budget issues, there are 5 salary reduction days and depending on the salary more salary reduction days may be required. Maryland utilizes both telecommuting and compressed work weeks.

New Jersey: There was no New Jersey staff present nor was questionnaire submitted.

North Carolina North Carolina is dealing with budget issues as well and 18 work positions have been eliminated. For the most part these were vacant positions and there were lateral or upward moves along with several retirements. There may be more layoffs in 2010. In-house training is favored and they utilize staff as instructors. Only mission essential travel is generally approved. Since John Capers is new he has not utilized on-lone training; however he plans to use this in the future.

Pennsylvania: Pennsylvania finally passed their budget, but papers are predicting approximately 10% layoffs from the DEP. They are filling some Title V vacancies, but are prohibited from filling some inspectors. Unfortunately, Title V funds cannot be used to travel out of state. As like other agencies, DEP staff is utilizing on-line training, but the agency is not tracking who is participating. Telecommuting is forbidden and compressed work week is not allowed unless through union. Staff can travel to one-day training, but cannot do out of state overnight unless someone else covers the cost.

Philadelphia: Several employees have left in the past year, many due to retirements. Many, though not all, of the positions were filled. Some were eliminated. For 2009 they are holding the Ultimate Supervisor training and HAZMAT Unit Training that is based on AMS needs and samples. Philadelphia AMS staff has been utilizing the on-line training that has been offered and noted that the Air Toxics webinar was great. They do not track participants of the on-line training.

Virginia: Virginia has had some organizational changes including the merging of the Roanoke and Lynchburg Regional offices into the Blue Ridge Regional Office; however both cities have retained their offices. To date they have lost 16 compliance staff, with 2 to 3 going to other media and the rest remaining vacant. To deal with the budget issues, each agency has a quota that 20% of the staff must telecommute at least one day a week. Most of the compliance staff telecommutes from home. Virginia has the capabilities to customize their own internal courses but so far have mostly used EPA offered version and they do track participants of these opportunities. Similar to other agencies, Virginia will have a furlough day in May (around Memorial Day).

West Virginia: West Virginia has had some new hires and expects to have some staff that need CARB 100. They have been utilizing webinars and find them very helpful. They are not tracking who is participating. In order for staff to attend events they must be for “training”. The easiest locations for them to get to aside from Charleston, is Richmond, Roanoke, Philadelphia and Pittsburgh. They are currently looking for some MACT training as well as new staff. November through January are good months for training however this also includes the hunting season, which can be challenging.

As part of the questionnaire the participants were asked to provide their three biggest challenges in ensuring staff receive training. Their results were as follows in order of prevalence:

- Travel restrictions/funding issues – 8 agencies
- Workload and time conflicts – 6 agencies
- Course relevance/level – 4 agencies
- Location of courses– 3 agencies
- Lack of desire to travel and/or department approval – 1 agency

Emerging Issues Discussion

Ms. Wierman led a discussion on potential emerging issues facing the agencies. Using the information that states provided through their questionnaires on emerging issues and information received from NACAA on upcoming rules and guidance documents attendees further elaborated on their needs.

Federal and/or state regulations for topics such as green house gases, CARI/CAMR, biofuels, and MACTs were highlighted along with changes to the current monitoring regulations. Particulate matter has been a big issue and will continue to be a especially in regards to condensable, calculation of PM2.5, test methods

It was noted that in regards to MACT there are three type of training needed by staff. There is a need for a general overview, applicability analysis for permitting and techniques and checklists for compliance and enforcement. Agencies did not delegation of the MACTs and it was noted that Ray Chalmers, EPA Region III has a list of which agencies took delegation of which MACTs. It was requested that MARAMA provide MACT resources on the MARAMA website and Kurt Elsner, EPA Region III agreed to send link that provided information on various MACTs.

Grant and Financial Updates

Ms. Wierman provided an update on MARAMA’s grants and funding. MARAMA’s current grant, the final year of a three year grant period, will end on February 28, 2010. The Training funds from the off the top funds through NACAA is part of the MARAMA Base Grant.

MARAMA’s next grant cycle is schedule for 2010 through 2015. The grant is expected to begin on March 1, 2010, however the funds are not expected to grow with the costs. Therefore, MARAMA is looking at strategies to compensate for this issue. Some strategies identified included using state facilities rather than hotels, utilize webinars and/or in-house trainers, and partner with member agencies. Along with the increased operating costs for courses/workshops, funds for covering participants travel will also need to be allocated.

The funds MARAMA receives cover the cost of MARAMA office support, training provider contracts, and course support which includes meeting rooms, audio-visual equipment rentals, materials, member travel costs and other costs associated with holding an event.

Over the past three years the amount expended for covering the cost of members to participate in external meetings and courses has increased significantly and is expected to be about double what it was in 2007. The same trend can be seen in the costs for training courses and workshops, where the cost for member travel has increased significantly. This trend is not expected to change in the near future.

MARAMA will be submitting their Justification for Non-competitive award that will need to be approved by both EPA Region III and the Competition Advocate. The grant application will be submitted as well with the work plan based on projected funding and costs to cover the next five years.

EPA Updates

Kurt Elsner, EPA Region III provided an update on the plans and priorities for Region III. Region III reorganized and created five branches with Associate Directors instead of Branch Chiefs. A new organizational chart and staff plan were handed out.

EPA priorities for the coming year are as follows:

- New NAAQS (Lead: Cristina Fernandez)
 - NO_x, (June 2010)
 - Lead (October 2010)
 - Ozone (August 2010)
 - SO₂ (June 2010)
 - PM (complete)
- Greenhouse Gases (CO₂ as a PSD pollutant – 25,000 tpy major source threshold) (Lead: Kathleen Anderson)
- Air Toxics – MACTs, school air toxics program (Allegheny County, Pennsylvania, and West Virginia) (Lead: Kathleen Anderson)

Some training that EPA has planned includes Clean Air Act 101 in November, SIP Training at the various agencies in 2010 and a Science Seminar in February (Lead: Dave Arnold). If there is a need for training, please let EPA know so that they can try to assist.

Eric Crump, EPA OAOQS participated via conference call and provided an update on the training they will be doing. He also answered several questions that were provided by the Training Committee. In regards to their priorities for the coming year they are formulating them now by looking at new and proposed rules, they are also working with the NACAA Training Committee to identify needs as well. Anything that EPA hosts as a webcast is made available for download from their site, which also includes the materials. At this time, EPA does not foresee developing new materials for self-instructional courses, but they are working on revising some of the classroom courses.

The classroom, courses, and video are centrally managed by EPA, whereas the webinars are decentralized, therefore there are events that happen that may be of interest to others but are not publicized. He indicated they would work to get events posted on the consolidated calendar as soon as possible. EPA's contract with Genesys is coming to an end and they are looking to utilize the EPA portal for webinars and webcasts in the future. The EPA Portal is a way for scientists to share information. Mr. Crump indicated that he would send more information and the url for the Portal to Ms. Lutrey.

Mr. Crump noted that there hasn't been a lot of feedback in regards to the webinars, though they have been encouraged to continue with them. Ms. Lutrey recommended that they include a short evaluation form as part of the program. Finally it was noted that some agencies would like to see regular basic courses for career development along with new topics.

Getting the Most out of Webcasts/Webinars

Ms. Lutrey held an interactive session discussing ways to get the most out of webinars and webcasts as a participant. She noted that there was a lot of information about how to present in this format, but not much on how to get the most out of them. Attendees provided input on the benefits and challenges of webinars as well as ways to overcome the challenges. Specific ideas and suggestions that were provided were listed and have been attached to this summary (Attachment A). A list of ten ground rules for being an effective virtual meeting participant was handed out.

National Training Strategy

Ms. Lutrey and Anthony Manson of Delaware presented on the revised National Strategy. The strategy that was developed in 2006 was revised in 2009 to be more streamlined and broken into two separate documents. The National Training Strategy Action Plan, which was created as part of the revision, provides the specific activities for each element of the National Training Strategy. The National Training Strategy is made up of seven elements which include: communication, assessment of needs, curriculum development, course development and content, course format and delivery, program administration, and resources. In the Action Plan each element identifies the following: the JTC & MJO lead, goal of the element, and actions to accomplish the element with the activities, target of the action and the responsible party of the action.

NACAA Training Committee

A short update on the NACAA Training Committee was presented. An overview of the courses that are being updated was presented noting that several were completed. Those completed included:

- APTI 350: Asbestos NESHAP Inspection & Safety Procedures
- APTI 435: Atmospheric Sampling
- APTI 470: Quality Assurance for Air Pollution Measurement Systems
- APTI 464: Analytical Methods for Air Quality Standards

A guideline for updating courses, which was pulled together by a NACAA Training Sub-committee, was presented along with an annual course review schedule. This is expected to start in 2010.

The Annual NACAA Training Committee Meeting held each spring has been postponed due to travel issues though it may be rescheduled later in the year. They are expecting to hold a sub-committee meeting for the National Strategy Action Plan in early 2010. Due to the postponement of the meeting, conference calls may become more frequent. Ms. Lutrey did note that since the MJOs have become in charge of the conference calls, they have been more focused and action oriented.

LADCO is working with CARB to use CARB's Moodle based system to present a Climate Change Webinar. The instructor for the course, Ken Colburn, has begun working with CARB staff to pull it together. LADCO will notify the NACAA Training Committee when the course is scheduled.

Finally, a new draft evaluation form has been developed. It has been streamlined to be shorter and more focused. EPA is checking to verify that the form meets all of EPA's reporting element needs.

MARAMA Training Guide

A discussion on the draft MARAMA Training Guide was held with questions put forth. The discussion started with a review of the various agencies organizational charts. Although the agencies are organized differently they all have some similar basic structural design in terms of types of jobs. It was noted that MARAMA was looking to make this an interactive guide.

The three questions that were the basis of the discussion were:

1. How will you use this document?
2. What is the most useful structure?
3. How do we manage overlaps?

How will you use this document?

In general attendees noted that they would use the guide to aid in establishing or updating training plans for new and experienced personnel. They also indicated that the guide would aid MARAMA and the Training Coordinators plan the annual schedule. This guide could also be used as a reference for both courses and potential vendors.

What is the most useful structure and how do we manage overlaps?

The attendees addressed both questions during the ensuing discussion. It was noted that data should be stored only in one place to make it more efficient and easier to use. One suggestion was to create a matrix that is based on tasks rather than job title. A list of categories and explanations should be included prior to the matrix. Another suggestion was to include an index to the guide along with a course list and descriptions. In regards to the topic breakdown, it was recommended to use the list in the National Training Strategy. A summary of the discussion is attached (Attachment B).

2009 Needs Assessment for 2010 and 2011

It was the first year that the Needs Assessment was collected via the internet. There were issues identified however for the most part using the internet worked well. Out of the ten agencies, eight agencies completed the survey. Neither Pennsylvania nor New Jersey completed the survey. It was recommended that in the future the survey be circulated further out from the meeting. Based on the information received there are approximately 854 FTE employees in the MARAMA region.

In regards to introductory courses, four of the agencies have interest in The Clean Air Act Today, a course developed through Rutgers. MARAMA staff may be able to present the course in the future. There was also an interest in Trinity's Introduction to Air Quality Regulations and CARB 100/APTI 452 courses. It should be noted that CARB 100 is geared towards compliance and enforcement staff. Other topics identified for introductory instruction was a MACT/BACT overview and an introduction to modeling. The agencies also showed interest in having MARAMA present the Regional Air Quality course via webinars.

The top general information courses identified as needed included Principles of Environmental Compliance and Enforcement (CARB 335), Combustion Source Inspection (Rutgers) and Source and

Control of VOC Air Pollutants (APTI 482). Mr. Peresie noted that Allegheny County staff attended a Case Development and Resolution course (CARB 345) and was very pleased with it. Other agencies were interested in getting further details on the course.

For permitting, Effective Permit Drafting (APTI 454) was identified, which MARAMA has already scheduled in 2010. Virginia indicated that they would like a more advanced permitting class beyond what the CARB Effective Permit course (CARB 334). It was the EPA Advanced Permit course (APTI 461) was outdated and that EPA no longer provided the materials for it. There was a discussion of whether or not MARAMA should update the course to be used for Virginia and other agencies.

Discussion on MACT training was held and it was noted that Area Source MACT course wasn't what the agencies needed in regards to training for staff. As identified earlier there are different training needs for the various staff. A webinar on a MACT overview was suggested and Illinois EPA has posted a few LADCO webinars covering various MACTs, but was not working at the time. Ms. Lutrey indicated that she would follow up on this with LADCO.

CARB 200 courses for both March and September were identified, with one series being held in Richmond, VA and the other in the Philadelphia, PA area. Virginia was extremely interested in holding the BACT Determination Course and may be able to provide funds to cover part of the cost.

A need for the APTI monitoring courses, Atmospheric Sampling (435), Analytical Methods for Air Quality Standards (464), and Quality Assurance for Air Pollution Measurement Systems (482) was identified. MARAMA planned to offer APTI 464 through Rutgers, however there was not enough people to put on the course. APTI 482 is scheduled for February 2010, however with Virginia's assistance it was modified to be a three-day course instead of five days.

A revised draft preliminary schedule reflecting the discussion at the meeting will be circulated to the Training Committee after the meeting.

Action Items

The attendees reviewed the list of action items that were developed over the two day meeting. A copy of the list is attached (Attachment C).

Next Meeting

The next meeting is tentatively scheduled for fall 2010, however location has not been discussed. As we get closer to the time frame this will be determined based on the travel restrictions that the agencies are under.