

Action Items  
MARAMA Training Committee Meeting  
October 26-27, 2009

Action	Responsibility	Status	Comments
Send template classifying jobs in regards to safety to Alice.	Tony M.	Completed 10/30/09	TM emailed to VA DEQ as well as me.
Send list of smoke test vendors to Alice	Todd A.	Completed 10/29/09	
Distribute list to Training Committee	Alice L.	Completed 11/12/09	
Assist MARAMA produce a MACT intro	Kevin V.		
Send favorite link to MACT resources to post to Alice	Kurt E.	Completed 11/24/09	<a href="http://www.epa.gov/ttn/atw/mactfnlalph.html">http://www.epa.gov/ttn/atw/mactfnlalph.html</a>
Try to find-checklists for inspectors	Alice L.	Updated 11/25/09	Pulling together information on what resources are already available.
Applicabilty for Permits	Alice L.		Same as above
Summaries for outreach	Alice L.		Same as above
Look into sharing PM stack test analyses	Dean V.		
Contact Ray Chalmers, Region 3 for MACT delegation List	Kurt E.	Completed 11/24/09	KE - sent email to Ray on 11/24 requesting list to be sent to to ARL. 12/8: Rec'd email from Ray indicating who has delegation for what as well as a website that includes the information.
send list to Alice	Kurt E.	Completed 11/24/09	
List upcoming courses on the website as soon as information is available	Alice L.	Ongoing	
Keep APTI consolidated calendar up to date	Alice L.	Updated 11/20/09	Sent information on December and January. Added to task list for monthly reviews and updates
Send training grant information to Kurt	Susan W.		
Send information regarding EPA planned web courses	Eric C.		

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Investigate how to address training on CO2 PSD	Susan W.		
Look into using Moodle	Susan W. & Hannah A.		
Look into using a web-based survey to compile course evaluations	?		
Create a matrix of courses vs topic/job duties	Alice L.		
Reorganize the guide	Alice L.		
Meeting Evaluation	Alice L.	Distributed 10/28/09	Rec'd responses from all but Rebecca and Kurt.
Revise 2010 Course schedule	Alice L.	Updated 1/21/10	Circulated draft to Training Committee for comments.
Review, volunteer for hosting, feedback	All		
Meeting Summary	Alice L.	Updated 11/25/09	Initialdraft completed 11/25
Intermediate Permitting APTI 461 - check on status (low priority)	Alice L.		12/1: Noted that Chuck Layman is teaching 461 on 2/24-2/26 in Topeka, KS. -- Determined that this course as is was too basic.
Complete Training Survey	Dean V.		
Send list of courses recommended for EPA inspectors (order 3500.1)	Kurt E.	Completed 11/24/09	
Consider adding as Appendix to MARAMA Training Guide	Alice L.		Does anyone remember what the Appendix was suppose to encompass? I don't seem to have that in my notes.
Send Alice information regarding the Region 3 Science Seminar	Kurt E.	Updated 1/25/10	Lead. Patrick Egan. Specific dates in February not identified as yet due to difficulty coordinating seminar speakers' schedules. As information and dates get finalized, one of us will send you that information. As of 1/25 there has been no word, email sent to EPA in late Dec. but no response
Type up the Action Item list	Alice L.	Completed 10/28/09	Distributed on 11/12 to Training Committee attendees

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Send information on CARB 345 to Alice	Ed P.	Completed 11/3/09	
Distribute CARB 345 into to Committee	Alice L.	Completed 11/12/09	
Send Alice link and information for the web portal	Eric C.		