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UNIFIED PROGRAM TRAINING FRAMEWORK MAY 21, 2025

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INTRODUCTION

The Unified Program (Program) organizes the administration and activities of six programs:

1) Hazardous Materials Release Response Plans and Inventories (Business Plans);
2) California Accidental Release Prevention (Cal ARP) Program;
3) Underground Storage Tank Program;
4) Aboveground Petroleum Storage Act (APSA) Program;
5) Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs, and;
6) California Fire Code: Hazardous Materials Management Plans and Hazardous Materials Inventory Statements.

The Program is overseen by the California Environmental Protection Agency (CalEPA) coordinating with partner state agencies to ensure consistency and to set program standards. Certified Unified Program Agencies (CUPAs) implement the program at the local level by consolidating and coordinating administrative requirements, permits, inspections, and enforcement activities for the six programs. A PA, or Participating Agency, is a local agency that has been designated by the local CUPA to administer one or more Unified Program elements within their jurisdiction on behalf of the CUPA. UPAs (Unified Program Agencies) refer to the combined group of both CUPAs and PAs.

UPAAG

The Unified Program Administrative and Advisory Group (UPAAG) allows for the local, state, and federal agencies to work together on policy decisions, program education, and issue resolution. UPAAG's mission is to protect public health and safety, restore and enhance environmental quality, and sustain economic vitality through effective and efficient implementation of the Unified Program. The UPAAG is guided by its Strategic Plan which outlines the Program vision, goals, objectives, and strategies. The Unified Program strives to meet the following five goals:

1. Attracting and retaining highly skilled staff.
2. Using technology to achieve strategies.
3. Ensuring consistent, comprehensive, and equitable enforcement.
4. Educating and influencing stakeholders.
5. Leveraging budgets and resources.

The objectives and strategies to meet these goals are further defined in the UPAAG Strategic Plan which can be found at: http://www.calepa.ca.gov/CUPA/Strategic.htm.

Training Framework (Framework)

The Unified Program plays a vital role ensuring public health and safety standards throughout the six programs. In order to guarantee the Program's continued high quality work, the desire is to implement voluntary training guidance that provides consistency throughout the State for the education of new and established inspectors. The use of a standardized training framework will help to assure the Unified Program is conducted in a coordinated, consolidated and consistent manner throughout the State. The Framework supports CUPAs and PAs in acquiring the required technical expertise to implement the program elements by identifying training required by law as well as recommended training. In addition, as the demographics of the state's workforce evolve with many experienced personnel retiring, having a standardized training framework will help to ensure that Unified Program training efforts are targeted to meet the future needs of the CUPAs and PAs. It is expected the Framework will be developed into a long-term program to assist CUPAs with staff development.

Unified Program Training Framework

QUICK GUIDE

1. **Management or Inspector determines there is a need for training:**
    - **First, they need to determine which program area the training need is in:**
        - **Common Elements**
        - **Business Plan**
        - **CalARP**
        - **APSA**
        - **UST**
        - **Haz Waste**
    - **And what level of training is needed:**
        - **Basic**
        - **Intermediate**
        - **Advanced**

2. **Management or Inspector then looks at the appropriate Training Matrix in Appendix A to:**
    - **Determine Core Knowledge and Skills that are needed.**

Example: Matrix = CalARP; Training Category = Basic

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)
Core Knowledge and Skills	**B-1:** Understand the general requirements of the CalARP program, including the definition of covered process and other requirements **B-2:** General understanding of the components of a Risk Management Plan, including submission requirements **B-3:** Understanding of substances regulated under the CalARP program
Specialty Knowledge and Skills	None
Certifications	
Time In Service	

3. **The Training Topics (directly below the Training Matrix) will show which training topics will provide the training needed to become proficient in the desired Core Knowledge and Skill.**

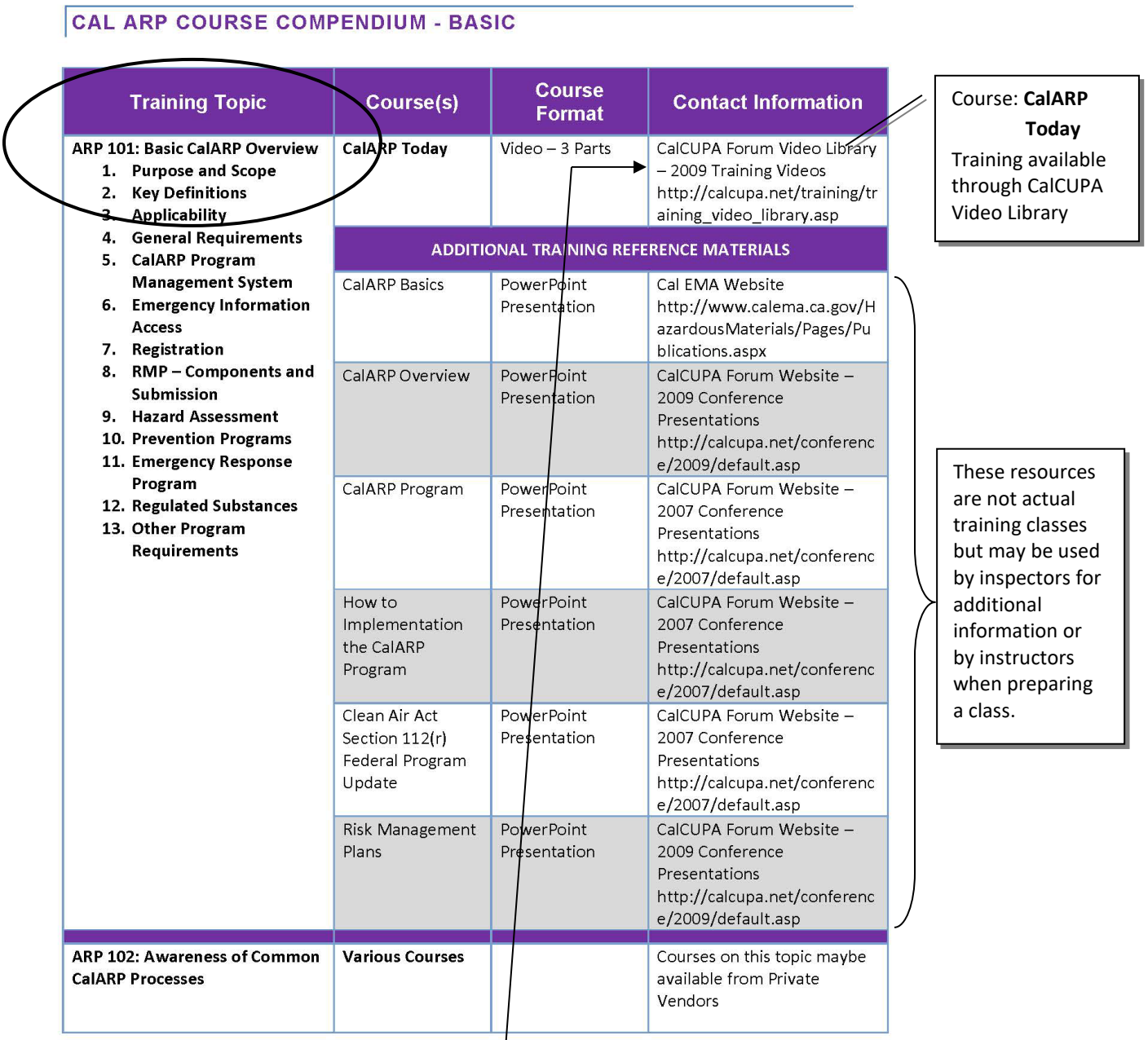
CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)
Core Knowledge and Skills	**B-1:** Understand the general requirements of the CalARP program, including the definition of covered process and other requirements **B-2:** General understanding of the components of a Risk Management Plan, including submission requirements **B-3:** Understanding of substances regulated under the CalARP program
Specialty Knowledge and Skills	None
Certifications	

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
ARP-101: Basic CalARP Overview 1. Purpose and Scope 2. Key Definitions 3. Applicability 4. General Requirements 5. CalARP Program Management System 6. Emergency Information Access 7. Registration 8. RMP – Components and Submission 9. Hazard Assessment 10. Prevention Programs 11. Emergency Response Program 12. Regulated Substances 13. Other Program Requirements	2 - 4 hr	Initial Refresher as needed	No	B – 1 thru B - 3
CE-102: Awareness of Common CalARP Processes	4-8	Initial and As Needed	No	B-1 and 3

4. **Management or the Inspector can then look at the corresponding Course Compendium (Appendix C) to determine courses available to satisfy agreed-on training needs:**



CAL ARP COURSE COMPENDIUM - BASIC

Training Topic	Course(s)	Course Format	Contact Information
ARP 101: Basic CalARP Overview **1. Purpose and Scope** **2. Key Definitions** **3. Applicability** **4. General Requirements** **5. CalARP Program Management System** **6. Emergency Information Access** **7. Registration** **8. RMP – Components and Submission** **9. Hazard Assessment** **10. Prevention Programs** **11. Emergency Response Program** **12. Regulated Substances** **13. Other Program Requirements**	**CalARP Today**	Video – 3 Parts	CalCUPA Forum Video Library – 2009 Training Videos http://calcupa.net/training/training_video_library.asp
	ADDITIONAL TRAINING REFERENCE MATERIALS		
	CalARP Basics	PowerPoint Presentation	Cal EMA Website http://www.calema.ca.gov/HazardousMaterials/Pages/Publications.aspx
	CalARP Overview	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
	CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	How to Implementation the CalARP Program	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Clean Air Act Section 112(r) Federal Program Update	PowerPoint Presentation	CalCUPA Forum Website – 2007 Conference Presentations http://calcupa.net/conference/2007/default.asp
	Risk Management Plans	PowerPoint Presentation	CalCUPA Forum Website – 2009 Conference Presentations http://calcupa.net/conference/2009/default.asp
ARP 102: Awareness of Common CalARP Processes	**Various Courses**		Courses on this topic maybe available from Private Vendors

Course: **CalARP Today** Training available through CalCUPA Video Library

These resources are not actual training classes but may be used by inspectors for additional information or by instructors when preparing a class.

5. **Inspector can choose a specific training course:**

Example: 2009 Cal CUPA Training Video

6. Management or Inspector adds course to Individual Training Plan / Record:

Employee Training Plan / Record
Level: BASIC

Name: Ace Inspector **UPA:** North-Southwest California CUPA

✓	Training Classes	Class Hours	Frequency	Program Element	Training Topics	Core/specialty knowledge and skills addressed	Completion Date
	Effective Communication		One-time	Common Elements	CE-101	B-6	1-20-12
	Administrative Overview	2-4	One-time	Common Elements	CE-103	B-2	2-10-12
	Inspector Health & Safety	40	One-time	Common Elements	CE-102, CE-103	B-1	2-25-12
	Statutory and Regulatory Overview	8 – 16	One-time	Common Elements	CE-108	B-2	3-1-12
	CalARP Today		One-time	CalARP	ARP-101	B1, B2, B3	

7. Inspector takes training.

8. **Management or Inspector updates Individual Training Plan / Record with Completion Date.**

PURPOSE

The purpose of the *Unified Program Training Framework* is to:

1) Create consistent training throughout the Unified Program by establishing a comprehensive recommended training framework that meets CUPA and PA staff training and program needs and meets the training requirements for UPAs as defined in state laws;
2) Identify and prioritize training gaps and develop improvement strategies to address those gaps;
3) Implement a governance structure to oversee and maintain the training framework; and,
4) Develop the workforce to meet the Unified Programs core program functions into the future by achieving and maintaining a diverse high performance work environment for all of its' organizations.

GOALS

The goals of the *Unified Program Training Framework* are to*:*

1) Provide guidance for the Unified Program to be used by UPAs in determining training and development paths for their staff based on needed knowledge, skills, abilities, and statutory and regulatory requirements.
2) Provide guidance for the UPAAG Training Committee to use in the development, implementation and maintenance of a UP training program.
3) Provide guidance to UPAs to be used in the development of a training program for their jurisdictions.
4) Provide guidance to individual employees working in the Unified Program on how to plan the training they need for career development.
5) Utilize a multi-media, tiered approach for training.
6) Identify actions to implement the training framework for UPAs and Unified Program state agencies.
7) Develop work plans to address gaps in the training framework.

TRAINING FRAMEWORK

APPROACH

The Training Framework addresses the six Unified Program elements and provides the capability to add additional program areas to the framework as needed by local and state agencies.

The Framework can be compared to a college catalog. The segments include:

Training Matrices: Similar to the requirements for a specific major in the front of a college catalog, the matrices describe the core knowledge and skills an inspector should become proficient in to advance to the next level. Matrices are provided for the Basic, Intermediate and Advanced levels of each of the programs. Training topics describing course content follow each matrix. Adequate detail is provided to allow supervisors and inspectors to determine if specific classes meet the designated training topics. Matrices can be found in Appendix A.

Course Compendium: Similar to course descriptions in a college catalog, the Compendium lists courses that address the various training topics. The Course Compendium will be updated a periodically to include new training resources. The Course Compendiums can be found in Appendix C.

USING THE FRAMEWORK

This Framework is meant to be used by UPA managers, supervisors and staff to aid in determining needed training, designing a development plan, and looking at career growth. Unified Program Agencies (UPAs) will choose to provide staff with training on the specific topics and subject areas depending on a variety of factors. Those factors may include the unified program elements they implement, the types of activities staff are involved in (e.g., emergency response, site remediation, etc.), and the variety and types of facilities the UPA regulates.

UPA managers, supervisors and staff can effectively utilize this document by:

1. Referring to the applicable training matrices determine the core knowledge and skills necessary for each level (Basic, Intermediate and Advance);

2. Referring to the applicable course compendium to determine courses that will provide training that addresses the various core knowledge and skills;

3. Reviewing the on-line training calendar (to be developed) to find specific classes and schedule trainings.

The Framework promotes statewide consistency while at the same time accommodating the varying scope of programs administered and the available staff resources that exist among California's CUPAs and PAs. The diversity of the regulatory universe of UPAs throughout the state will necessitate that this Framework be used as a menu of subjects to be selected appropriately.

UPAs that choose to use this Framework will satisfy the Unified Program technical training requirements set forth in statute and regulation. In addition, the framework will provide the UPAs with a training path to maintain their expertise.

UPA STAFF DEVELOPMENT

This framework is designed to address varying capability levels. For example, an individual may work in two Unified Program elements and be at the beginning training level for one and intermediate for another.

This framework can support development of staff preparing to move to another level. For example, staff at the intermediate level may be able to take some courses in the advanced training level to prepare for future job duties.

UPAs should choose the staff development method that is the most appropriate for their jurisdiction. Use of an Individual Development Plan is encouraged. An example a Training Plan / Record can be found in Appendix B.

TRAINING MATRICES

As mentioned above, the matrices are similar to the requirements for a specific major in the front of a college catalog. They describe the core knowledge and skills an inspector should become proficient in to advance to the next level. Matrices include Basic, Intermediate and Advanced categories for each of the six programs elements and can be found in Appendix A. The matrices also include Training Topics describing course curriculum that address the core knowledge and skills. A separate Common Elements

matrix can also be found in Appendix A. The Common Elements matrix captures core knowledge and skills and course curriculum that span all program elements. The following example describes key elements in the matrices.

TRAINING CATEGORY: BASIC / INTERMEDIATE / ADVANCED *	
Basic Entry Requirements	*Examples of education, experience, training and certifications needed for each of the training categories.*
Core Knowledge and Skills	*Essential knowledge and skills needed to be effective in carrying out the most common activities for each program.*
Specialty Knowledge and Skills	*Essential knowledge and skills needed to be effective in carrying out program-specific activities for specialized aspects or processes. An example is refineries (which are not found in every CUPA).*
Time In Service	*The approximate length of time needed to become proficient in knowledge and skills for the BASIC training category of each program.* *NOTE: Time in Service not applicable to Intermediate and Advanced categories*

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
Refers to course content, not a particular class	*Expected course hours*	*How often the training is required or recommended*	*Reference to statute or regulation for training required by State or Federal law*	*Reference to specific core knowledge and skill that training topic addresses*

*** Training Categories:**

Basic: Classroom and field training that will lead to the knowledge and experience to perform routine inspections at common facilities such as automotive repair businesses, retail gasoline dispensing stations, dry cleaners, and facilities with manufactured

aboveground storage tanks, identify common violations, provide corrective actions and follow-up, and conduct simple enforcement actions.

Intermediate: Classroom and field training that will lead to the knowledge and experience to inspect more complex facilities such as chemical suppliers, metal finishing, manufacturing, underground storage tank installation, repair and removal inspections, field-constructed aboveground storage tanks, conditional exempt treatment and conduct enforcement actions.

Advanced: Classroom and field training that will lead to the knowledge and experience to inspect complex facilities such as plating shops, underground storage tank facilities installed on or after 7/1/04, tank farms, refineries, major manufacturing facilities, conditionally authorized and permit by rule treatment facilities, completing area plans and taking enforcement actions at very large and complex facilities and unusual cases that could include search warrants.

COURSE COMPENDIUMS

Similar to course descriptions in a college catalog, the Compendium lists courses that address the various training topics. The Course Compendium will be updated annually to include new training resources. The Course Compendiums can be found in Appendix C.

<table>
<tr><th>Training Topic</th><th>Course(s)</th><th>Course Format</th><th>Contact Information</th></tr>
<tr><td rowspan="3">Refers to course content, not a particular class</td><td>Identifies title of available courses</td><td>Identifies format of training (i.e., course, video, online course, etc.)</td><td>Provides contact information for course</td></tr>
<tr><th colspan="3">Additional Training Reference Materials</th></tr>
<tr><td>Identifies title of reference materials</td><td>Identifies type of training materials (i.e., document, PowerPoint Presentation, etc.)</td><td>Provides contact information for materials</td></tr>
</table>

The additional training material is provided as a reference. These materials should not be substituted for a training class but may be used to guide instructors as they develop classes or by inspectors to supplement training classes.

GOVERNANCE

APPROACH

This section outlines governance for the *Unified Program Training Framework*. Building on the existing Unified Program committee structure, this section describes decision-making, approval and implementation processes and provides a schedule to update and maintain the framework.

This section is specific to the UPAAG and Unified Program Training Steering Committee's actions to develop, update, and maintain the *Unified Program Training Framework*. This section does **not** apply to CUPA's and PA's implementation or use of this voluntary training guidance.

STRUCTURE

The three groups described below play key roles in developing and carrying out Unified Program training-related activities. The current structure of these groups will be utilized as the governance structure for the *Unified Program Training Framework*.

Unified Program Administrative and Advisory Group[1]: The UPAAG is a policy level advisory body to the Unified Program as implemented under the direction of the Secretary of CalEPA. The purpose of the UPAAG is to provide a forum to gather, process, discuss, refine, and develop issues concerning implementation of the statewide Unified Program. The scope of issues includes those associated with program development, implementation and maintenance that impact all Unified Program stakeholders. As such, the UPAAG has the authority to direct the development of and to approve the *Unified Program Training Framework*.

Under its charter, the UPAAG has the authority to charter Steering Committees and Work Groups to assist with carrying out UPAAG responsibilities. The UPAAG is jointly chaired by the CalEPA Deputy Director Local Program Coordination and Emergency Management and the CUPA Forum Board Chair. In addition to the co-chairs, the UPAAG membership consists of representatives from the CUPA Forum Board, the California Office of Emergency Services, Office of the State Fire Marshal, State Water Resources Control Board, Department of Toxic Substances Control, CalEPA, and the US Environmental

[1] Reference - November 30, 2006 UPAAG Charter

Protection Agency (U.S. EPA). Meetings are held quarterly and may be held more frequently if necessary.

Unified Program Training Steering Committee[2]: The UPAAG established the Unified Program Training Steering Committee. The purpose of this committee is to develop and oversee a Unified Program Training Program that will (1) consider existing and future Unified Program Agency (UPA) staff training needs, (2) guide development and delivery of training courses, (3) coordinate the training efforts of UP state agencies and Regional Training Coordinators, and (4) establish goals, objectives and realistic implementation schedules for the continuing implementation of the statewide training program. The Steering Committee represents the management level training effort that will oversee, coordinate, and guide the more detailed aspects of the Unified Program training programs developed by staff level committees, local agencies, and special projects. As chartered, the Steering Committee has the authority at the direction of the UPAAG to develop the *Unified Program Training Framework* and recommend its approval to the UPAAG.

The Steering Committee is co-chaired by CalEPA and the Cal-CUPA Forum Board Training Issue Coordinator. Members include management representatives from CalEPA, U. S. EPA, Cal CUPA Forum Board (including Regional Training Coordinators and other designated members), and state agencies with UP responsibilities. Meetings are held quarterly and may be held more frequently if necessary.

California CUPA Forum[3]: The CUPA Forum is a statewide organization of UPAs that implement the Unified Program. The organization works to update and continuously improve the Unified Program for the agencies, businesses and communities served. The CUPA Forum provides a single, strong, consistent voice statewide. The CUPA Forum is organized into four regions (Northern, Bay Area, Central and Southern). The CUPA Forum works cooperatively with the state agencies. CalEPA and other state agencies with Unified Program responsibilities participate in steering committees, regional meetings and, by invitation, Technical Advisory Groups (TAGs). The CUPA Forum Board of Directors is comprised of three members and three alternates for each region, one representative from the PAs, and members at large from the California Fire Chiefs Association and the California Conference of Directors of Environmental Health (CCDEH). The Board meets multiple times annually.

[2] Reference - August 15, 2007 Draft Unified Program Training Steering Committee Charter

[3] Reference - California CUPA website

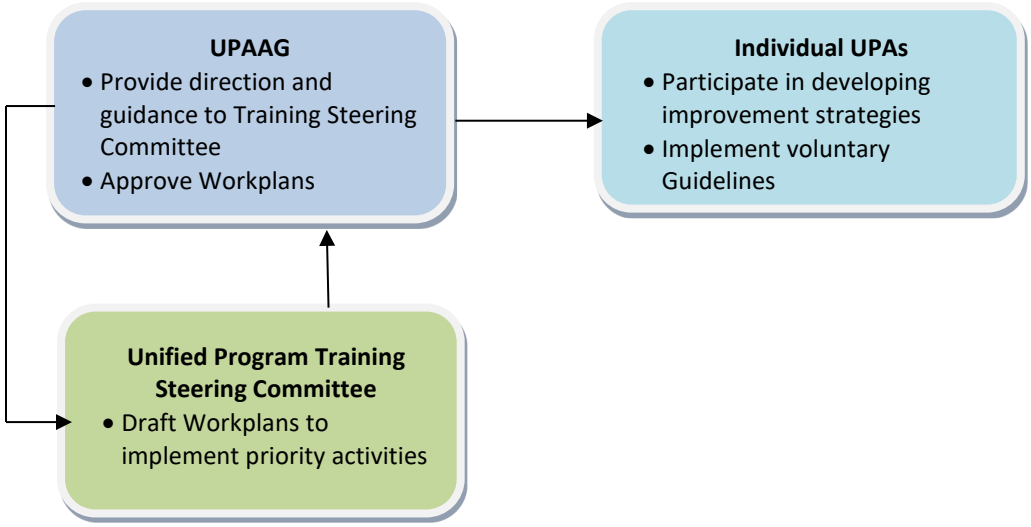
DECISION-MAKING AND APPROVAL PROCESSES

The UPAAG and the Unified Program Training Steering Committee will each operate using a consensus-seeking process on all business, including approval and ongoing coordination related to the *Unified Program Training Framework*. Whenever there is a significant difference aired on any issue related to the document, work will be undertaken to discuss and negotiate an outcome that all parties can accept.

For the Steering Committee, when consensus is not possible and a decision must be made, there will be a vote on the issue. In this circumstance, each organization included in the Training Steering Committee will have one vote. Members can abstain from voting on any issue if they so choose. The Training Steering Committee will act upon the agreement of a majority of the membership present and voting. Dissenting opinions should be aired and noted in the meeting minutes.

IMPLEMENTATION

The UPAAG is responsible for providing direction and guidance to the Training Steering Committee relative to priority activities to implement the *Unified Program Training Framework*. Under direction from the UPAAG, the Unified Program Training Steering Committee is responsible for drafting work plans to implement those priority activities. Work plans should include expected results or deliverables; responsible party roles and assignments; timelines and milestones; and required resources. The UPAAG is responsible for final approval of the work plans.



OVERSIGHT AND MAINTENANCE

The *Unified Program Training Framework* document will undergo an annual review and update process. The Unified Program Training Steering Committee will monitor the implementation and gap analysis work plans. Performance measures will be developed to measure implementation of the Unified Program framework. A progress report with recommendations for updating the framework will be developed and approved by the Steering Committee and presented to the UPAAG for their consideration and approval. Information for the progress report will be gathered from responsible parties, assigned duties in the work plans, and using other appropriate feedback mechanisms (e.g., surveys of key stakeholder groups.) Updates to the framework will include, at a minimum, incorporation of completed deliverables and an updated gap analysis.

COMMUNICATING THE TRAINING FRAMEWORK AND IMPROVEMENT STRATEGIES

Various communication dissemination techniques and outreach activities will be used to help build awareness of, and support for, the *Unified Program Training Framework*, including:

- Distribution to all CUPAs, PAs, state agencies involved with the Unified Program, and key stakeholder groups and associations.
- Posting the framework on appropriate websites.
- Presentations and discussions at conferences and meetings.

IMPROVEMENT STRATEGIES

APPROACH

This section identifies potential areas for future enhancement to the Training Framework and suggests strategies to address those topics.

GAP ANALYSIS

Potential areas for future enhancement include:

- A complete list of UP training resources including a course compendium of available classes that fulfill program requirements – and an on-line calendar of course availability;
- An on-line statewide training tracking system of classes taken by individuals;
- A recognition program for completion of course work;
- Incorporation of incentives into the Training Framework;
- A long-term sustainability strategy;
- Development of guidance for employees and supervisors to create Individual Training Plans;
- Further develop a model Individual Training Plan; and
- Other activities appropriate to ultimately creating a system to record training, knowledge and skills leading to statewide job portability for inspectors.

STRATEGY AND WORK PLAN TO ADDRESS GAPS

The Training Steering Committee should review the list of potential improvement strategies and add additional topics that would be of value to the Unified Program. They should then make prioritized recommendations to the UPAAG for their consideration of topics to address.

The UPAAG will review the recommendations and provide guidance to the Training Steering Committee on the prioritized activities to be addressed. The Training Steering Committee will then create work plans with specific steps to address prioritized activities and recommend roles and responsibilities to complete the activity. The UPAAG will approve the work plans and request assistance from designated parties to complete the priority activity.

POTENTIAL AREAS FOR IMPROVEMENT

Course Compendium

While tremendous progress has been made in the development of the Course Compendium, the Training Steering Committee will need to do additional research to identify available courses. In addition, the Training Steering Committee may wish to validate existing training courses to ensure they meet the training topics.

Training Calendar

The UP Training Steering Committee will need to develop and maintain a process for the training calendar with a list of training providers and courses to be offered by the state agencies, conferences, colleges, non-government organizations and UPAs. The training calendar will ultimately be available on-line. The Training Steering Committee should be the gatekeeper to determine what classes are added to the calendar.

Tracking and Electronic Recordkeeping

Building on the Conference Management System, the Learning Management System (LMS) has been developed to interface with the CalCUPA.org website. This is an electronic tracking system to document staff training upon completing attending training classes. Individual training profiles record coursework taken, Continuing Education Contact Hours (CECHs) earned.

Recognition Program

The training framework is a voluntary program to assist UPAs with staff development and training. There is a long-term desire to create a statewide standard of knowledge, skills and training. Using the Tracking System recommended above, individuals can have documented training accomplishments recognized throughout the UP agencies. The creation of a statewide-recognized training recognition program would attest to a level of staff development.

The CUPA Board also holds the ability to award CECHs. The UPAAG may choose sometime in the future to encourage the use of the Training Matrices (Appendix A) by awarding CECHs and issuing CUPA-sponsored training recognition acknowledging completion of course work.

Long-term Sustainable Strategy

UPAAG may choose to consider, sometime in the future, formalizing the framework, establishing a statewide curriculum and offering web-based training. Any strategy should be developed with the UPAs, local, state and federal agencies, customers and the regulated community and academic institutions. The UPAAG should look for grant opportunities to fund such endeavors.

Other activities appropriate to ultimately creating a system to record training, knowledge and skills leading to statewide job portability for inspectors

The Training Steering Committee should meet to review the goals and objectives of this program and determine any additional strategic activities that will contribute the success of this effort. This may include an annual training plan, delivery of courses, consistent curriculum, a train-the-trainer program, development of a training manual or other improvement activities consistent with the mission of the Training Steering Committee.

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APPENDIX A – TRAINING MATRICES

Training requirements and recommendations in this section apply to the following Unified programs:

Hazardous Material Release Response Plans and Inventories (Business Plans)

The Business Plan program element provides facilities' hazardous materials information to emergency responders and the general public, and coordinates releases and spill response reporting among businesses and government authorities. The program element's purpose is to prevent or minimize the damage to public health, safety, and the environment due a hazardous materials release. To satisfy community right-to-know laws, facilities are required to disclose all hazardous materials and wastes above certain designated quantities which are used, stored, or handled at the facility. They are further required to inventory their hazardous materials, develop a site map and an emergency plan, as well as implement a training program for all employees. The local CUPAs verify the information and provide it to fire departments, hazardous materials response teams, and local environmental regulatory groups.

California Accidental Release Prevention (CalARP) Program

The purpose of the CalARP program element is to minimize the risk of hazardous materials to the public and environment. This program differs from Business Plans by applying to a distinct set of substances and involves accident prevention and mitigation. According to regulations, facilities handling more than the threshold quantity of a regulated substance must submit a Risk Management Plan (RMP) to the CUPA. The RMPs determine potential accidents and implement measures for prevention. Safety information, a hazard assessment, a prevention program, an emergency response program, and a management system are included in RMPs.

Underground Storage Tank (UST) Program

UPAs administer and ensure compliance with state and federal regulations that establish operating requirements and technical standards for tank design and installation, leak detection, spill and overfill control, corrective action, and tank closure. The UPAs underground storage tank program strives to prevent unauthorized releases of tank contents (petroleum or other hazardous substances) from leaking into the soil and contaminating California's groundwater and waterways that are a source of drinking water. UPAs administer the tank regulations by permitting, inspecting, and taking enforcement.

Aboveground Petroleum Storage Act (APSA) program

Local UPAs are responsible for implementing and enforcing the requirements of the Aboveground Petroleum Storage Act. Except for tank facilities that meet certain conditions, APSA requires tank facility owners and operators to prepare and implement a Spill Prevention Control and Countermeasure (SPCC) plan according to State and Federal standards. UPAs are

required to inspect tank facilities to ensure compliance with SPCC requirements or certain tank facilities continue to meet conditions of the SPCC Plan exemption under APSA.

Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs

Federal and state hazardous waste laws and regulations ensure that hazardous wastes are properly identified and managed from cradle to grave. Unified Program Agencies (UPAs) implement and enforce the laws and regulations governing the generation and onsite treatment of hazardous waste. This is done through inspection and outreach programs. UPAs promote pollution prevention and reuse and recycling of hazardous materials and waste as part of the hazardous waste program element.

California Fire Code: Hazardous Material Management Plans and Hazardous Material Inventory Statements (HMMP/HMIS)

The HMMP/HMIS element seeks to enhance communication and coordination among the CUPA, program agencies, regulated community, and fire agencies regarding hazardous materials information. To avoid duplicative efforts and reduce unnecessary burden on businesses, the requirements of the HMMP/HMIS are consolidated with the Business Plan requirements. In contrast with Business Plans, a local fire chief or fire code official may require additional information to satisfy California Fire Code requirements and to implement local fire prevention programs.

Common Elements

A significant number of training requirements span all the programs. Examples include inspector health and safety training, general inspection guidelines, etc. To avoid duplication, training common to all programs are listed in the Common Elements section.

UNIFIED PROGRAM - COMMON ELEMENTS

This section describes competencies and training that are common to all six programs in the Unified Program.

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	**EDUCATION** (Based on CCR Title 27) **Applies to: UPA technical program staff and supervisors** who conduct and/or oversee inspections and enforcement activities Must meet the minimum educational requirements in A **or** B below. *[15260(a)()(b)]* A. Bachelors degree from an accredited college or university, or degree with major course work from one or more of the following disciplines: • Biology or microbiology; • Chemistry, chemical engineering; • Physics, physical science; • Environmental science; • Geology or soil science; • Environmental health; • Environmental or sanitary engineering; • Toxicology; • Industrial hygiene; • Hazardous materials management; • Fire science, • Fire technology; • Registration as an Environmental Health Specialist **- OR -** B. 30 semester units or 46 quarter units in the disciplines listed above from an accredited college or university, or other institution. One-year qualifying experience in hazardous materials management regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for a maximum of 15 semester units or 23 quarter units. C. UPA staff or supervisors who conducted and/or oversee inspections and enforcement activities of the Unified Program prior to July 1, 2024, are not required to meet the minimum education requirements.

TRAINING CATEGORY: BASIC	
	TRAINING [4] **Applies to: UPA technical program staff and supervisors** UPA staff and supervisors shall receive training in the following subject areas: [15260(c)(d)(e)(f)(g)] • Statutory and regulatory overview for all Unified Program elements, including federal regulations, state statutes and regulations, and any applicable local ordinances; • Classification, identification, and chemistry of hazardous materials and waste; • Health and environmental effects of hazardous substances, including chemical exposure and route of entry; • Sampling methodologies and use of instrumentation for detection and sampling of hazardous substances; • Conducting inspections and enforcement actions, and writing inspection reports and notice of violation; and, • Interviewing, case development, and collection and preservation of evidence. • Hazardous materials and hazardous waste permitting, inspection and enforcement duties and responsibilities pursuant to state law and regulation, and to local ordinances and resolutions; • Inspection techniques and scheduling, including evidence collection, chain of custody, sample preservation, and interviewing; • Administration practices within a hazardous materials and hazardous waste program; • Monitoring equipment, data evaluation, and interpretation of results as related to hazardous materials and hazardous waste analysis; • Field staff health and safety training including: planning field inspections, safety equipment, on-site procedures, decontamination and hazardous recognition and avoidance; • Health and safety training as specified in 8 CCR, Section 5192 (e); • Witness training; and • Rules of evidence and the administrative hearing process. UPA staff and supervisors who will be issuing enforcement orders shall have training in the following additional areas: • Penalty assessment; and • Negotiation techniques.

[4] It is recognized that a newly hired inspector may not enter into the "basic" level having met all the training and experience requirements.

TRAINING CATEGORY: BASIC	
	Training shall be conducted such that each topic identified above will be addressed at least once every three years, with the exception of health and safety training as specified in 8 CCR, Section 5192 (e) which shall be conducted annually. It shall be the reasonability of the UPA to document the training and experience of staff participating in this program.
Core Knowledge and Skills	**B-1:** Ability to apply basic environmental health & safety principles to inspection and enforcement situations involving hazardous materials and personal safety. **B-2:** Knowledge of the elements of the unified program, including administrative requirements and regulatory basis. **B-3:** Basic understanding of CERS (CA Electronic Reporting System) and how local data systems interact with CERS. **B-4:** Ability to perform basic inspections **B-5:** Understanding of basic principles of enforcement. **B-6:** Ability to effectively communicate.
Specialty Knowledge and Skills	None
Certifications	HAZWOPER
Time In Service	

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-101: Inspector Health and Safety 1. Legal requirements 2. Personal protective equipment 3. Decontamination 4. Onsite procedures 5. Hazard recognition and avoidance 6. Contingency planning	HAZWOPER-24, 40 hr or agency specific requirement	Initial (24 - 40 hrs) Annual (8 hr refresher)	CCR Sec 5192	B-1
CE-102: Injury and Illness Prevention/Hazard Communication 1. Signage, labeling and placarding 2. Awareness of site hazards 3. Training program requirements 4. Documentation 5. Slip, trip and falls 6. Electrical and mechanical	2 - 4 hrs	Initial and once every three years	CCR Title 8, Sec 3203/5194	B-1
CE-103: Respiratory Protection Training For field staff required to wear respirators or self-contained breathing apparatus. NOTE: This topic may be covered under HAZWOPER training.	2 - 6 hrs	Initial & Annual Refresher	CCR Title 8, Sec 5144	B-1
CE-104: Statutory and Regulatory Overview 1. Historical statutory and program perspective 2. State, local, and federal environmental laws and regulations	8 - 16 hrs	Initial and once every three years	CCR Sec 15260	B-2
CE-105: Administrative Overview 1. Structure of Unified Program (UP) 2. Goals and objectives of the UP 3. What programs are intended to do 4. Agency relationships 5. Administrative elements such as self audits and CUPA Annual Reports 6. Inspection and Enforcement Plan 7. Permitting - both inspection and enforcement aspects	2 - 4 hrs	Initial and once every three years	CCR Sec 15260	B-2

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-106: General Inspection Guidelines 1. Role of the Inspector 2. Science of Environmental Pollution 3. Agency policies 4. Access and entry 5. Inspection and search warrants 6. Interview skills 7. Elements of a violation 8. Violation classification 9. Evidence to prove a violation 10. Environmental sampling 11. Report writing 12. Conducting an inspection/agency procedures 13. Inspection report preparation 14. Return to compliance	4 hrs (online) 26 hrs classroom	Initial and once every three years	GC 12812.2 (Equal and consistent enforcement) Title 27 - Section 15260	B-4
CE-107: Enforcement 1. Enforcement tools/options 2. Formal and informal enforcement 3. Coordination 4. Enforcement within the context of program elements 5. Collection of evidence including basic evidence collection strategies; health and safety protocols; chain of custody, and sample preservation. 6. Basic evidence review including photographic and videographic evidence, document evidence, etc. 7. Understanding of basic enforcement philosophy. 8. Confidentiality 9. Testimony skills	8 - 10 hrs	Initial and once every three years	CCR Sec 15260	B-5
CE-108: Basic Toxicology (related to industry being inspected) 1. Health effects of common chemicals 2. Routes of exposure 3. Dose/response 4. Other basic toxicology principles			Title 27 - Sec 15260 (c)	B-1

UNIFIED PROGRAM - COMMON ELEMENTS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-109: Basic Chemistry Refresher 1. Identification of hazardous materials/waste 2. Basic lab analysis 3. Basic instrumentation			Title 27 - Sec 15260(c)	B-1
CE-110: Industry-Specific Training 1. Overview of processes 2. Hazardous materials used 3. Hazardous waste generated			No	B- 4
CE-111: Public Records Act/Freedom of Information Act (FOIA) 1. Legal requirements 2. Effective documentation 3. Departmental procedures			No	B-2
CE-112: Agency specific topics, which may include health and safety Examples - 1. Confined space training 2. ICS	Various	As needed	Various - topic dependent	B-1
CE-113: Data Collection & Management 1. California Environmental Reporting System (CERS) 2. Agency specific data collection training 3. Interrelationship between all data collection management systems			No	B-3
CE-114: Effective Communication 1. Verbal 2. Written 3. Dealing with difficult people		Initial Refresher as needed	No	B-6

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of Basic Core Knowledge and Skills
	Certifications: HAZWOPER
Core Knowledge and Skills	**I-1:** Ability to perform more complicated inspections and recognize complex issues. **I-2:** Ability to read and understand a lab report. **I-3:** Ability to develop an enforcement case. **I-4:** Ability to understand industrial processes and laboratory analysis and sampling.
Specialty Knowledge and Skills	**I/S-1**: Ability to train new employees on basic inspections, enforcement, etc.

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-201: Enforcement 1. Case development 2. Rules of evidence 3. Intermediate photographic/video evidence – what and how to photograph; how to document and store photographic evidence. 4. Interview techniques 5. Witness testimony 6. Multi-media inspections and enforcement 7. Report writing 8. Intermediate violation classification 9. Administrative enforcement order (AEO) protocols, options, and penalty calculations. 10. How to make a referral for prosecution.		Initial and once every three years	CCR Sec 15260 (d)	I-3

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-202: Beginning Environmental Crimes 1. Criminal, civil, and administrative options 2. Statewide cases 3. Interagency coordination including law enforcement 4. Criminal investigative vs regulatory requirements 5. Case reviews 6. Entry issues 7. Search and inspection warrants		Initial and once every three years	No	I-3
CE-203: Sampling and Lab Analysis 1. Documentation 2. Interpretation of results 3. Lab analysis/requirements 4. Sampling techniques 5. Evidence collection and preservation 6. Field evaluations and instrumentation 7. Application to requirements 8. Field application	8 - 10 hrs	Initial and once every three years	Title 27 - Section 15260	I-2
CE-204: Industrial Processes (including Chemistry)			No	I-4
CE-205: Inspections 1. Use of department-specific forms 2. Search/inspection warrant and entry issues 3. Notices/reports of violation 4. Universal waste 5. Transportation requirements		Initial and once every three years	No	I-1
CE-206: Basic Site Remediation Awareness 1. Basic coursework regarding cleanup 2. Remediation techniques 3. Who is involved 4. Corrective action		Initial and once every three years	No	I-1
CE-207: Providing on-the-job training			No	S/I-1

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills
	Certifications: HAZWOPER (8 hour refresher)
Core Knowledge and Skills	**A-1:** Ability to coordinate or oversee the most complex enforcement cases.
Specialty Knowledge and Skills	**A/S-1:** Understanding of complex issues such as environmental justice and public and media communications, **A/S-2:** Ability to process and oversee site remediation and environmental fate and transport.

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
CE-301: Enforcement: typically includes, but is not limited to: 1. Criminal investigative techniques 2. Inspection warrant and search warrant support 3. Negotiation techniques 4. Evidence collection, long term preservation, disposal, interpretation of results, federal criteria and analysis protocols compared to California, SW 846 review, sampling techniques, sampling strategies, random sampling protocols, etc. 5. Advanced administrative enforcement orders issues including non-compliance, civil conversions, case studies, financial evaluations, SEPs, subsequent non-compliance issues, etc.		Initial and once every three years	CCR Sec 15260 (c)	A-1

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
6. Search warrants, probable cause, evidence necessary to support, documentation and warrant preparation, working with law enforcement. 7. Inspection warrants. 8. Advanced court and legal issues including testimony, rules and procedures of criminal or civil courts, being a good witness, how to prepare, working with your local prosecutor, confidentiality, settlement issues, etc. 9. Statewide enforcement				
CE-302: Site remediation 1. Geology 2. Groundwater fate 3. Toxicology 4. Public right to know		Initial and once every three years	No	S/A-2
CE-303: Complex Issues 1. Environmental justice **2.** Public and Media communications		Initial and once every three years	No	A/S-1

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

Information for the HMMP/HMIS is reflected in this section of the document. The Hazardous Material Management Plans and Hazardous Material Inventory Statements (HMMP/HMIS) are tied directly to the Hazardous Materials Release Response Plans and Inventories (Business Plans) Program.

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix
Core Knowledge and Skills	**B-1:** Understanding of elements of a business plan, including applicability for different thresholds and exemptions **B-2:** Understanding of the minimum standards for submittal of Hazardous Materials Business Plans (HMBP) elements in the California Environmental Reporting System (CERS) **B-3:** Understanding of how the Emergency Planning and Community Right-to-Know Act (EPCRA) as it relates to the Business Plan program
Specialty Knowledge and Skills	None
Certifications	
Time In Service	

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
BP-101: Business Plan 1. Business Plan General Requirements 2. Hazardous Materials Inventory Reporting Requirements 3. Alternative Hazardous Materials Inventory Requirements 4. Hazardous Materials Inventory Submittal 5. Hazardous Material Inventory Submission Options 6. Emergency Planning and Community Right to Know Act Compliance Requirements 7. California Fire Code Compliance Requirement 8. Emergency Response Plans and Procedures 9. Training 10. Maps 11. Agricultural Handlers exemptions 12. CERS review and processing	4 - 6 hrs	Initial and once every three years	No	B 13
BP-102: Business Plan Inspection 1. Authority to and frequency of inspection 2. Inspection scope 3. Understand exemptions and how they apply for inspections 4. Shadow an experienced inspector	40 hrs	Initial	No	B-1-3
1.	2 -4	Initial Refresher as needed	No	B-1
1.				

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of Basic Core Knowledge and Skills
	Certifications:
Core Knowledge and Skills	**I-1:** Understanding of the exemptions under Health and Safety Code and Title 19 I-2: Understanding of the spill release reporting requirements **I-3:** Understanding of how mixtures and solutions are to be reported **I-4:** Understanding of the use and function the Area Plan I-5: Understanding enforcement and statutory penalties as identified in Chapter 6.95, Article 1
Specialty Knowledge and Skills	None

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
BP-201: Area Plan Awareness Minimum Standards for Area Plans including: 1. Proposed Area Plans 2. Procedures and Protocols for Emergency Rescue Personnel 3. Pre-Emergency Planning 4. Notification and Coordination 5. Training	1 – 2 hrs	Initial Refresher as needed	No	I-3

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
6. Public Safety and Information 7. Supplies and Equipment 8. Incident Critique and Follow-Up				
BP-202: Business Plan Exemptions 1. Exemptions identified in Chapter 6.95, Article 1 2. Trade secret 3. Agricultural exemption and requirements	4	Initial Refresher as needed	No	I-1
BP-203: Mixtures and Solutions 1. Definitions 2. Reporting 3. Qualifying	2-4	Initial and Refresher as needed	No	I -3
BP-204: Spill Release Reporting Requirements 1. Release reporting requirements (Federal & State, Prop 65) 2. Definition of a release or a threatened release 3. Courtesy notification, exemptions, 'non-emergency' & permit-required notifications 4. Type of follow up may be required	2-4	Initial and Refresher as needed	No	I-2
BP-205: Business Plan Enforcement	2-4	Initial and Refresher as needed	No	I-5

HAZARDOUS MATERIAL RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills
	Certifications: None additional
Core Knowledge and Skills	**A-1:** Understanding of and ability to apply handler, substances and agency exemptions **A-2:** Knowledge of custom mixtures and wastes qualifying and reporting
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
BP-301: Handler, Substances and Agency Exemptions 1. Notice and Public Hearing 2. Exempting portions of the business plan 3. Written justification	2-4	Initial and as needed	No	A-1
BP-302: Custom Mixtures and Wastes 1. Definitions 2. Qualifying 3. Reporting	2-4	Initial and as needed	No	A-2

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TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)
Core Knowledge and Skills	**B-1:** Understand the general requirements of the CalARP program, including the definition and applicability of the program. **B-2:** General understanding of the components of a Risk Management Plan, including submission requirements **B-3:** Understanding of chemical tables and substances regulated under the CalARP program **B-4:** Understanding the types of industry that uses regulated substances
Specialty Knowledge and Skills	None
Certifications	
Time In Service	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
ARP-101: Basic CalARP Overview 1. Purpose and Scope 2. Key Definitions 3. Applicability 4. General Requirements Description of Program Level 1, 2, 3, and 4 5. CalARP Program Management System 6. Emergency Information Access	2 - 4 hr	Initial Refresher as needed	No	B – 1 thru B - 4

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
7. Registration 8. RMP – Components and Submission 9. Hazard Assessment 10. Prevention Programs 11. Emergency Response Program General Duty Clause 12. Other Program Requirements				
CE-102: Awareness of Common CalARP Processes	2-4	Initial and As Needed	No	B-1 thru 4

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of Basic Core Knowledge and Skills
	Certifications:
Core Knowledge and Skills	**I-1:** Understanding of the requirements of a stationary source to coordinate with the Administering Agency (i.e., Unified Program Agency). **I-2:** Understanding the Risk Management review process. **I-**3: Conducting inspections for common processes. **I-3:** Understanding of hazard assessment **I-4:** Understanding the Program 1, Program 2, and Program 3 Prevention Programs, including their similarities and differences **I-5:** Understanding of the Emergency Response Program element of the CalARP program **I-6:** Understanding of threshold determination and exemptions/exclusions under the CalARP Program. **I-7:** Understanding of common industry processes regulated under the CalARP program **I-**8 Understanding and the implementation of the graduated enforcement steps for CalARP violations (NOV, AEO, Civil action, etc.)
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
ARP-201: CalARP General Requirements 1. Coordination between the stationary source and Administering Agency (AA) 2. General requirements for Program 1, Program 2, and Program 3 Processes 3. Registration data 4. Submission Process	12 - 16	Initial and Refresher As Needed	No	I-1, 2, 5 and 6

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
5. RMP Review Process 6. RMP Offsite Consequence Analysis Component 7. Differences between a RMP Update/RMP Correction/Covered Process Modification and what documentation is required 8. Emergency Response Program Component 9. Threshold Determinations				
ARP-202: Hazard Assessment 1. Offsite Consequence Analysis Parameters 2. Worst-Case Release Scenario Analysis for toxic gases, toxic liquids, and flammable gases 3. Alternative Release Scenarios Definition of populations 4. Offsite Consequence Analysis, including documentation, review and updating requirements **5.** Define Accident and how that could impact a RMP	8 - 12	Initial and Refresher As Needed	No	I-3
ARP-203: Program 2 Prevention Program 1. Safety Information 2. Hazard Review 3. Operating Procedures 4. Training 5. Maintenance 6. Compliance Audits 7. Incident Investigation	8	Initial and Refresher As Needed	No	I-4
ARP-204: Program 3 Prevention Program 1. Process Safety Information 2. Process Hazard Analysis 3. Operating Procedures 4. Training 5. Mechanical Integrity 6. Management of Change 7. Pre-Startup Review 8. Compliance Audits 9. Incident Investigation 10. Employee Participation	16	Initial and Refresher as Needed	No	I -4

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
11. Hot Work Permit 12. Contractor				
ARP-205: Commonly Encountered Processes 1. Water treatment 2. Ammonia refrigeration **3.** Catalytic NOx reduction **4.** Fertilizer distribution/manufacturing	8	Initial and Refresher as Needed	No	I-7
ARP-206: CalARP Enforcement 1. Enforcement procedures for CalARP 2. Return to compliance timeliness	8-10	Initial and Refresher as Needed	No	1-8

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of Intermediate Core Knowledge and Skills
	Certifications:
Core Knowledge and Skills	**A-1:** Ability to perform Risk Management Plan audits **A-2:** Understanding of and ability to complete a CalARP Performance Audit (self audit), covering the UPA/ AA's CalARP activities for past year **A-3:** Understanding of common air dispersion models available and possess the ability to review the results. **A**-4: Understanding of the requirements of a Program 4 Risk Management Plan
Specialty Knowledge and Skills	**A/S-1:** Understanding of jurisdiction-specific CalARP processes.

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
ARP-301: Air Modeling 1. Common air dispersion models available	4	Initial and Refresher as Needed	No	A-3
ARP-302: Dispute Resolution 1. Development of dispute resolution policy 2. Dispute Resolution is in context with the CalARP Program 3. Resolve Dispute Resolution with Cal EMA 4. AA must follow for Dispute Resolution	4	Initial and Refresher as Needed	No	A-4

CALIFORNIA ACCIDENTAL RELEASE PREVENTION (CALARP) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
ARP-303: Risk Management Plan audits 1. Selection of stationary sources for audit 2. Preliminary and final determination 3. Public access to preliminary determination, responses and final determination	8	Initial and Refresher as Needed	No	A-1
ARP-304: CalARP Performance Audit (self audit) 1. Listing of stationary sources which have been requested to develop RMPs 2. Listing of stationary sources which have been inspected 3. Listing of stationary sources that have received public comments on the RMP 4. List of new or modified stationary sources 5. Summary of enforcement actions initiated by the AA 6. Summary of the personnel and personnel years necessary to directly implement, administer, and operate the CalARP Program 7. List of those stationary sources determined by the AA exempt from the chapter	4	Initial and Refresher as Needed	No	A-2
ARP-305: Jurisdiction-specific CalARP Processes 1. Refineries 2. Computer chip manufacturers 3. Research and development laboratories 4. Emerging technologies			No	A/S-1

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TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)
Certifications Required:	International Code Council (ICC) California UST Inspector Certification within 6 months of conducting inspections.
Core Knowledge and Skills	**B-1:** Understanding of General Provisions of the UST Law and Regulations. • Understanding structure of regulations **B-2:** Ability to conduct the following during a double walled, non-VPH vehicle fueling system inspection: • Identify compliance and violations; • Understand violation classifications; • • Conduct appropriate follow-up including necessary corrective actions. **B-3:** Familiarity with the components and layout of UST systems. **B-4:** Understanding of the principles of required UST system testing and reporting of test results. **B-5:** Familiarity with and ability to assist owners and/or operators with the completion of UST elements in CERS. **B-6:** Understanding of new and existing tank monitoring requirements. **B-7:** Basic understanding of enforcement options. **B-8:** Understanding of release recording and reporting requirements. **B-9:** Understanding basic repairs.
Specialty Knowledge and Skills	None
Time In Service	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
UST-101: Regulatory Framework and Introduction to Tank Components	16	One time	No	B-1, B-3, B-6, B-7, B-8

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
1. Overview of laws and regulations 2. Introduction to tank components and system layouts 3. Monitoring requirements 4. Release detection and reporting requirements 5. Overview of PEI 6. Review of local guidance 7. Understanding of Fire Code and Authority Having Jurisdiction (AHJ)				
UST-102: UST Inspections 1. Inspection coordination 2. Pre-inspection review (forms, Monitoring & ER Plans) 3. Processing and approval of forms 4. On-site Inspection procedures 5. Post-inspection (follow-up report)	40 *w/ X hours (# of inspections) shadowing inspector*	One time	H&SC, Ch. 6.7, Sec. 25284.1(a)(4)(A)(i); 23 CCR , Sec. 2715(j) Referenced in 27 CCR Sec 15260	B-2, B-3, B-5
UST-103: UST Systems Testing 1. Tank specific monitoring requirements 2. Monitoring system certification 3. SB 98 4. Secondary containment testing 5. Spill container testing 6. Overfill prevention equipment inspection 7. Enhanced leak detection test 8. Review of all testing and certification reports for above			No	B-4
UST-104: Enforcement Options 1. Enforcement overview **2.** Enforcement options **3.** SOC definitions			No	B-7
UST-105: UST Repair 1. Scope of repairs			No	B-9

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
2. Repairs to UST components 3. Required licenses and certifications 4. Repair permit conditions				
UST-106: ICC Test Preparation			No	B-1 thru B-9

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of UST Basic Core Knowledge and Skills.
Certifications Required:	International Code Council (ICC) California UST Inspector Certification. HazWoper Certification recommended if removing underground storage tank systems.
Core Knowledge and Skills	**I-1:** Ability to handle basic competencies independently and conduct more complex inspections. **I-2:** Ability to perform an inspection of an UST installation. **I-3:** Ability to approve and inspect simple upgrade/modifications. **I-4:** Ability to determine which violations and classifications of UST violations apply in an UST enforcement action. **I-5:** Ability to prepare enforcement actions for violations of the UST Program requirements. **I-6:** Understanding of and ability to determine UST systems that meet exemption requirements. **I-7:** Maintenance of International Code Council (ICC) California UST Inspector Certification
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
UST-201: Advanced UST Inspections 1. Understanding UST system requirements by installation date 2. Understanding how leak detection systems function at sites that are not double walled vehicle systems 3. Classification of UST violations	16+		No	I-1, I-3, I-5

UNDERGROUND STORAGE TANK (UST) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
UST-202: UST Installation Inspection Workshop 1. Approved component (tank/piping/sump/UDC) 2. Leak detection 3. Installation/testing 4. Post construction testing (ELD) 5. Contractor specific information 6. Initial inspection 7. Monitoring Plan 8. Subsequent annual inspections	8	One time	No	I-2
UST-203: UST Simple Upgrade/Modification Inspections 1. Approved components 2. Contractor specific information 3. Post-upgrade/modification testing 4. Documentation including test results and changes to Monitoring Plan 5. Tank lining	8	One time	No	I-3
UST-204: UST System Exemptions 1. Construction 2. Leak detection 3. Application			No	I-1, I-6
UST-205: California UST Inspector Certification – Continuing Education	16	Every 24 months	23 CCR, Sec 2715(j)	I-8

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of UST Intermediate Core Knowledge and Skills.
Certifications Required:	No additional
Core Knowledge and Skills	**A-1:** Ability to provide OJT and guidance to others. **A-2:** Review and approve plans for UST installations or complex modifications of components. **A-3:** Ability to process a request for a site-specific variance that allows an alternative method of construction or monitoring. **A-4:** Ability to independently follow-up on non-compliance of enforcement actions issued for violations of the UST Program requirements, including, but not limited to the Red Tag enforcement process and state-wide and/or multi-jurisdictional cases. **A-5:** Ability to troubleshoot UST issues. **A-6**: Ability to perform tank removal inspections.
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
UST-301: Advanced UST Inspector Training 1. Advanced inspection procedures 2. UST installation Plan review 3. Enforcement actions 4. Red Tag enforcement process	16	One time	No	A-1, A-2, A-4
UST-302: Train-the-Trainers Staff Training 1. Understand Title 23, Chapter 16. 2. Understand H & SC, Chapter 6.7. 3. Understand H & SC, Chapter 6.75. 4. Performing UST oversight inspections/ride alongs.			No	A-1

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
5. Knowledge of the types of systems within jurisdiction.				
UST-303: Review and Approval of UST Installation or Modification Plans 1. All types of systems; VPH, generator, based on install date. 2. All equipment, piping, monitoring equipment, based in install date and contents of tank 3. All uses of tanks (generator sites, elevator sub-basements, alternative fuels) 4. Compatibility			No	A-2, A-3
UST-304: UST Removal/Closure 1. Work Plan/H&SP 2. Health and safety considerations 3. Soil samples including collection, reporting and analysis 4. Referral of cases where potential contamination found. 5. Soil management options			No	A-6
UST-305: Site-specific Variances for Construction or Monitoring Alternatives 1. Processing requests 2. Determination of what is allowed under variance process 3. Recordkeeping and follow-up for variances granted			No	A-3
UST-306: Tracking and Record Up-keep of Enforcement Actions 1. How to use your database 2. Steps to elevate violations 3. Storage of enforcement documents			No	A-4

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
UST-307: Troubleshooting UST Issues 1. Understanding of issue and guidance to resolve problem			No	A-5

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements) Complete the APSA Basic Inspector Training course and pass the exam
Certifications Required:	APSA Basic Inspector Training Course Certification (prior to conducting any Spill Prevention Control and Countermeasure (SPCC) Plan inspections under APSA per HSC Section 25270.5)
Core Knowledge and Skills	**B-1:** Understanding the history, purpose and administration of APSA. **B-2:** Understanding of the Federal SPCC regulations (40 CFR 112 *et. seq*.). **B-3:** Ability to define APSA and SPCC terms and concepts. **B-4:** Understanding how the APSA program applies to all types of regulated facilities. **B-5:** Understanding the definition of an aboveground storage tank. **B-6:** Understanding of the basic requirements for preparing and implementing SPCC Plans. **B-7:** Understanding the major health and safety hazards associated with APSA tank facilities and relevant safety-related equipment. **B-8:** Ability to perform an inspection at an APSA tank facility using a Tier I Qualified Facility SPCC Plan template. **B-9:** Ability to process CERS submittals, including the APSA Facility Information and Tank Facility Statements. **B-10:** Ability to identify and classify violations and demonstrate a basic understanding of UPAs' associated penalty amounts for APSA violations. **B-11:** Ability to perform an inspection at a tank facility (farms, nurseries, logging sites or construction sites) that meets the SPCC Plan exemption under APSA. **B-12:** Ability to make a determination if installation of secondary containment at a conditionally exempt tank facility is required.
Specialty Knowledge and Skills	None
Time In Service	At the discretion of UPA

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
APSA-101: APSA & Federal Oil Spill Prevention Program Overview 1. History 2. Purpose 3. Administration 4. Structure & key provisions 5. Interrelationship between APSA and the federal SPCC program		Initial and refresher as needed	H&SC, Chapter 6.67	B-1, B-2, B-3
APSA-102: APSA Definitions 1. SPCC definitions 2. Definitions specific to APSA 3. Differences in definitions between APSA and SPCC 4. Bulk storage container vs oil-filled equipment		Initial and refresher as needed	H&SC, Chapter 6.67 Section 25270.2	B-1, B-2, B-3, B-4, B-5
APSA-103: APSA Program Applicability 1. Storage capacity determination 2. Petroleum vs. oil 3. Tank Exclusions 4. Applicability differences between APSA and SPCC 5. APSA permitting requirements (UPA and AHJ specific permit requirements)		Initial and refresher as needed	H&SC, Chapter 6.67	B-1, B-2, B-3, B-4, B-5, B-8
APSA-104: Regulated Facilities Under APSA 1. Tier I and Tier II qualified facilities 2. Facilities that do not meet qualified facility criteria 3. Facilities conditionally exempt from SPCC Plan preparation requirement 4. Tank in an underground area (TIUGA) – only facilities		Initial and refresher as needed	H&SC, Chapter 6.67	B-1, B-2, B-3, B-4, B-8

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
APSA-105: SPCC Plan Components 1. SPCC Plan: template plans vs. standard plans 2. Follows rule sequence or cross-reference 3. Written inspection & integrity testing procedures and schedules 4. Owner or PE certification 5. Certification of substantial harm criteria 6. Facility diagram 7. Security 8. Spill predictions 9. Overfill prevention 10. Appropriate containment/diversionary structures or equipment are provided		Initial and refresher as needed	H&SC, Chapter 6.67 CCR Title 19 Section 1611	B-2, B-6, B-8
APSA-106: Implementing SPCC Plans 1. Documented 5-year review 2. Administrative and technical amendments 3. Inspections & integrity testing consistent with procedures established in SPCC Plan. 4. Corrosion protection for piping 5. Required training & spill prevention briefings with documentation retained for 3 years. 6. Visible discharges from ASTs are promptly corrected and accumulations of petroleum in diked areas are promptly removed.7. SPCC Plan consistent with observed conditions		Initial and refresher as needed	H&SC, Chapter 6.67 Section 25270.4.5 CCR 19 Sections 1606 and 1611	B-2, B-6, B-8
APSA-107: Inspector Health and Safety 1. Unique hazards associated with tank facilities 2. Hazards of inspecting petroleum operational areas		Initial and refresher as needed	H&SC, Chapter 6.67 Section 25270.5	B-7, B-8

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
3. Inhalation hazards associated with petroleum				
APSA-108: APSA Facilities with Storage Capacity of 10,000 gallons or less 1. Determination of Tier I / Tier II qualified facility eligibility 2. Tier I and Tier II Qualified Facility SPCC Plan Templates 3. TIUGA SPCC Plan Template		Initial and refresher as needed	H&SC, Chapter 6.67	B-3, B-4, B-6, B-8
APSA-109: APSA Violations and Penalties 1. Authority 2. Identifying and classifying violations, including USTs in use as ASTs, and failure to prepare and implement an SPCC Plan when required 3. How to cite 4. Amount of penalties 5. Regulatory requirement to pursue formal enforcement of uncorrected violations		Initial and refresher as needed	H&SC, Chapter 6.67 Sections 25270.12, 25270.12.1, and 25270.12.5 CCR Title 19 Sections 1607, 1612(d)-(f)	B-8, B-10
APSA-110: Annual CERS Submittals 1. Processing an APSA CERS submittal 2. Required information 3. Limitations of information provided 4. Business Plan in lieu of Tank Facility Statement 5. CERS submittals and permitting for campus facilities		Initial and refresher as needed	H&SC, Chapter 6.67 Section 25270.6 CCR Title 19 Section 1614	B-9
APSA – 111: SPCC Plan Conditionally Exempt Tank Facilities 1. Conditions for exemption		Initial and refresher	H&SC, Chapter 6.67,	B-11, B-12

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
2. Secondary containment determination		as needed	Section25 270.4.5(b)	

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of APSA Basic Core Knowledge and Skills.
Certifications Required:	N/A
Core Knowledge and Skills	**I-1:** Ability to perform comprehensive inspections at APSA facilities. **I-2:** In-depth understanding and application of the more complicated APSA and SPCC concepts. **I-3:** Understanding of industry standards for inspection testing. **I-4:** Understanding of the spill reporting requirements for petroleum. **I-5:** Understanding of the State and Regional Water Boards' roles and responsibilities concerning the cleanup or abatement of tank facility releases, including the necessary coordination between the UPA and the State/Regional Water Boards. **I-6:** Ability to initiate an enforcement case for APSA violations.
Specialty Knowledge and Skills	

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
APSA-201: Comprehensive APSA Inspections 1. Scope of inspection 2. Detailed SPCC Plan review 3. Performance standards and the PE certification 4. When to refer a facility to US EPA			H&SC, Chapter 6.67	I-1
APSA-202: APSA and SPCC Concepts 1. Jurisdiction of complexes - Transportation vs. Non-transportation (pipeline operations, oil/marine terminals, marinas, onsite mobile refuelers, etc.) 2. Intricate TIUGA systems 3. Oil-filled electrical equipment			H&SC, Chapter 6.67	I-1, I-2

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
4. Oil water clarifiers/separators 5. Loading racks vs transfer areas 6. Navigable Water vs. Waters of the State 7. Available resources (EPA Guidance, webinars, DOT MOU, CalGEM-OSFM MOA, etc.)				
APSA-203: Verification of Secondary Containment Compliance 1. Calculations 2. General vs sized (specific) secondary containment 3. Impracticability determinations			H&SC, Chapter 6.67	I-2
APSA-204: Compliance Verification with Industry Standards 1. Overview of industry standards 2. Equipment/tank integrity testing 3. Tank integrity inspection requirements 4.			H&SC, Chapter 6.67	I-1, I-3
APSA-205: Technical SPCC Requirements 1. Technical amendment implementation verification 2. SPCC for multiple locations 3. 3. Reportable discharge history 4. Environmental equivalence			H&SC Chapter 6.67	I-2
APSA-206: Petroleum Spill Reporting Requirements 1. Federal 2. State and Local **3.** Potential impacts on SPCC Plans 4. Coordination with other reporting requirements			H&SC Chapter 6.67, Section 25270.8	I-4
APSA-207: Releases from Tank Facilities 1. Response 2. Clean up and abatement 3. Agency roles and responsibilities			H&SC Chapter 6.67, Section 25270.8 CCR Title 19 Section 1616	I-5

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
APSA-208: APSA Enforcement 1. Appropriate citations and documentation for APSA violations 2. Development of enforcement cases 3. Case studies			CCR Title 19 Sections 1612(e)-(g)	I-6

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of APSA Intermediate Core Knowledge and Skills.
Core Knowledge and Skills	**A-1:** Ability to inspect facilities that use environmental equivalence measures and impracticability determinations for compliance. **A-2:** Detailed knowledge and familiarity with various industry standards for inspection and testing of different types of tanks (API 653, STI SP001, ATA 103, etc.) **A-3:** Ability to provide classroom and on-the-job training for new inspectors .
Specialty Knowledge and Skills	**A/S-1:** Ability to inspect oil refineries. **A/S-2:** Ability to inspect oil terminals. **A/S -3:** Ability to inspect marine terminals.

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
APSA-301: Inspection of Facilities Utilizing Rule-Based Compliance Flexibility 1. Oil Spill Contingency Plan 2. Reviewing environmental equivalence 3. Reviewing impracticability determinations			H&SC, Chapter 6.67	A-1, A/S-1, A/S-2, A/S-3
APSA-302: Advanced Industry Standards 1. Reference documents (API 653, STI SP001, ATA 103, etc.) 2. Application of standards 3. Tank manufacturers and other resources			No	A-2

ABOVEGROUND PETROLEUM STORAGE ACT (APSA) PROGRAM

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
APSA-303: Train-the-Trainers to provide classroom/on-the-job training for new Inspectors on various APSA/SPCC topics including: 1. Key APSA and SPCC definitions 2. Applicability differences between APSA and SPCC 3. How to review SPCC Plan components 4. How to verify secondary containment compliance 5. Impracticability and environmental equivalence 6. How to verify compliance with required inspections and testing **7.** UPA inspection and enforcement mandates and policies 8. Resources for inspectors			No	A-2
APSA-304: Inspection of Complexes - Oil Refinery, Oil Terminal, or Marine Terminal 1. Overview of oil refinery, oil terminal or marine terminal operations 2. Jurisdictional boundaries between APSA and other authorities (USEPA, DOT, Coast Guard, CalGEM, etc.) 3. Inspection considerations specific to complexes			H&SC Chapter 6.67 Sections 25270.4.5 (a) and 25270.5	A/S-1, A/S-2, A/S-3

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HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

TRAINING CATEGORY: BASIC	
Basic Entry Requirements	See Basic Entry Requirements in Common Elements Matrix (Title 27 Education Requirements)
Core Knowledge and Skills	**B-1:** Understanding of general provisions of the Hazardous Waste Generator Program laws and regulations. **B-2:** Knowledge of universal waste rules. **B-3:** Ability to determine hazardous waste generator status and understanding of definitions of violation classes. **B-4:** Knowledge of common hazardous waste generator facilities including VSQG/SQG/non-RCRA LQG. **B-5:** Basic understanding of waste determinations. **B-**6: Detailed understanding of waste determination **B-7:** Knowledge of hazardous waste inspection tools.
Specialty Knowledge and Skills	None
Time In Service	6 months

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
HW-101: Hazardous Waste Generator Program Laws and Regulations including: 1. Generator status 2. Waste counting 3. Hazardous waste labeling standards 4. Accumulation time 5. Shipping paperwork: manifest, consolidated manifest, bill of lading, manifest correction letters			CCR, Title 27, Sec 15260	B-1, B-4, B-5

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
6. Common exception and exemptions (where to find) 7. Employee training 8. Emergency preparedness and prevention				
HW-102: Hazardous Waste Inspections 1. Generator Status 2. Classification of violations 3. Identify waste treatment when you see it			No	B-1, B-3, B-4,
HW-103: Waste Release/Spill Identification 1. Recognition and identification of waste release 2. Reporting 3. Contingency Plan review 4. Collection of documentation or waste samples including analytical data 5. Enforcement preparation			No	B-1
HW-104: Universal Waste 1. Generator status 2. Management standards 3. Labeling standards 4. Accumulation time 5. Shipping paperwork: manifest, consolidated manifest, bill of lading 6. Employee training			No	B-2, B-3, B-5
HW 105: Hazardous Waste Determination 1. RCRA or non-RCRA 2. Listed waste 3. Characteristic waste 4. Generator knowledge vs. lab testing				B-5, B-6

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

Training Topic	Recommended Number of Class Hours	Frequency	Reference	Core/specialty knowledge and skills addressed
HW 106: Identifying the Point of Generation			No	B-3
HW 107: California vs. RCRA Toxicity Regulations 1. Understanding California toxicity 2. Understanding RCRA toxicity 3. Methodologies used in toxicity testing				B-6
HW-108: Inspection Tools and Libraries 1. Finding electronic information including DTSC Fact Sheets, RCRA laws and regulations, Hazardous Waste Tracking System (HWTS), etc.			No	B-6

TRAINING CATEGORY: INTERMEDIATE	
Basic Entry Requirements	Demonstrated proficiency of Haz Waste Basic Core Knowledge and Skills.
Certifications Required:	N/A
Core Knowledge and Skills	**I-1:** Ability to determine adequacy of tank system assessment. **I-2:** Understanding of recycling standards. **I-3:** Understanding of hazardous waste treatment processes. **I-4:** Understanding of land disposal restrictions. **I-5:** Understanding of SB 14 rules. **I-6:** Ability to read and understand laboratory report. **I-7:** Biennial Reporting **I-8:** Understanding cross programmatic (CUPA-non-CUPA) issues (i.e. med waste/listed pharmaceuticals, contamination/remediation, mixed waste, special wastes, etc.)
Specialty Knowledge and Skills	**I/S-1:** Ability to lead inspections at complex facilities (i.e. bio tech, metal finishing, plating shop, PBR facilities, fuel terminals, etc.)
Certifications	

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
1.				

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-201: Lab analysis 1. Reading an analytical report 2. Quality Assurance & Quality Control 3. Understanding footnotes			CCR, Title 27, Sec 15260	I-6
HW-202: Lead Complex Hazardous Waste Inspections. Examples include: 1. Bio-tech inspections 2. Metal finishing inspections **3.** Circuit board manufacturing inspections			No	I-1 thru I-7
HW-203: Hazardous Waste Tank Systems 1. Identify hazardous waste tank systems 2. Review tank certifications 3. Understanding secondary containment and leak detection requirements 4. Understanding ancillary requirements			No	I-2
HW-204: Recycling laws 1. RCRA vs. California 2. Exemptions 3. Exclusions 4. Sham recycling 5. Recyclable Materials Reporting			No	I-2

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-205: Hazardous Waste Treatment / Tiered Permitting 1. Ability to identify PBR, CA, CE treatment and units 2. Understanding the definition of a "Unit" Understanding definitions of technologies allowed 3. Exemptions and Notifications			No	I-3
HW-206: Land Disposal Restrictions 1. Onsite or Offsite Treatment 2. Treatment Standards 3. Understanding dilution prohibitions 4. Generator paperwork requirements 5. Generators vs. Treatment Storage and Disposal (TSD) facilities to determine treatment standards			No	I-4
HW-207: Pollution Prevention / SB14 1. Source reduction evaluation review and plan 2. Hazardous Waste Management Performance Report 3. Summary Progress Report			No	I-5
HW-208: Changing Laws, Regulations, Guidance and Interpretations 1. Legislative updates 2. Regulatory updates 3. Policy updates			No	

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-209: Lead Inspections at PBR Facilities 1. PBR tank system assessments and certification 2. PBR inspections, 3. PBR regulations 4. PBR Phase I Assessments **5.** Point of waste generation issues			HSC Section 25201.4(b)	I/S-1
HW-210: Lead Inspection at CA and CE Facilities				I/S-1
HW-211: Medical Waste Generators 1. Medical Waste Management Act 2. U-listed waste (toxic) 3. P-listed waste (acutely hazardous) and empty containers 4. Characteristic waste				I-8
HW-212: Cross-programmatic Issues (including but not limited to): 1. Containment / remediation 2. Mixed waste 3. Special wastes 4. Hazardous waste transportation standards and DTSC hauler registration program			No	I-8, I-5

TRAINING CATEGORY: ADVANCED	
Basic Entry Requirements	Demonstrated proficiency of Haz Waste Intermediate Core Knowledge and Skills.
Core Knowledge and Skills	**A-1:** Understanding of RCRA air emission requirements. **A-2:** Understanding of financial responsibility and assurance (tiered permitting). **A-3:** Familiarity with SW 846 protocols and understanding of how to read SW 846. **A-4:** Ability to review and oversee facility closure (tiered permitting). **A-5:** "Full assessment" of hazardous waste program
Specialty Knowledge and Skills	**A/S-1:** Ability to lead inspections at oil refineries. **A/S-2:** Corrective Action case management proficiency for site assessment and mitigation of potential hazardous materials releases. **A/S-**3: Ability to lead hazardous waste inspections at large federal facilities, research institutes and universities.

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
HW-301: RCRA Air Emission Requirements 1. Principles of Air Monitoring 2. Air emissions controls, 3. Air emissions permitting requirements 4. RCRA Air Emissions AA,BB,CC			No	A-1
HW-302: Financial Assurance for Tiered Permitting. 1. PBR, CA Financial Assurance mechanisms 2. PBR Closure Cost Estimate			No	A-2
HW-303: SW 846 Protocols			No	A-3

HAZARDOUS WASTE GENERATOR AND ONSITE HAZARDOUS WASTE TREATMENT (TIERED PERMITTING) PROGRAMS

Training Topic	Recommended Number of Class Hours	Frequency	Legal Mandate	Core/specialty knowledge and skills addressed
1. Familiarity with SW 846 protocols and understanding of how to read SW 846. 2. Sample Analysis Planning (SAP) 3. Site Characterizations and SAPs 4. EPA sampling methods 5. Statistical analyses as it relates to representative sampling.				
HW-304: Site Assessment and Mitigation 1. Sampling using the Triad approach 2. Site clean-up 3. Tiered permitting facility closure 4. Corrective action			No	A-4 A/S-2
HW-305: Advanced requirements 1. Complexities of recycling 2. Interpretations of RCRA laws **3.** Import and export of hazardous waste			No	A-5
HW-306: Lead inspections at oil refineries 1) Oil refineries processes 2) Oil refineries inspections **3)** Complex Case Development **4)** Renewable diesel facilities			No	A/S-1
HW-307: Inspections at: 1. Federal facilities 2. Research facilities 3. Universities 4. Large hospitals 5. Other emergent complex facilities			No	A/S-3

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CALIFORNIA FIRE CODE/HAZARDOUS MATERIAL MANAGEMENT PLANS AND HAZARDOUS MATERIAL INVENTORY STATEMENTS (HMMP/HMIS)

The HMMP and HMIS are tied directly to the Hazardous Materials Release Response Plans and Inventories (Business Plans) Program. Information for the HMMP/HMIS are reflected in the Business Plans section of this document.

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APPENDIX B – SAMPLE INDIVIDUAL TRAINING PLAN

Employee Training Plan / Record
Level: BASIC

Name: _____ **UPA: _____**

✓	Training Classes	Class Hours	Frequency	Program Element	Training Topics	Core/specialty knowledge and skills addressed	Completion Date
	Effective Communication		Triennial	Common Elements	CE-101	B-6	
	Inspector Health & Safety	24	Triennial	Common Elements	CE-102	B-1	
	Inspector Health & Safety	40	Triennial	Common Elements	CE-102, CE-103	B-1	
	Statutory and Regulatory Overview	8 – 16	Triennial	Common Elements	CE-108	B-2	
	Administrative Overview	2 – 4	Triennial	Common Elements	CE-103	B-2	

The above is an example only of how this Training Plan / Record might be used – a blank form is provided on the next page)

Employee Training Plan / Record
Level: BASIC

Name: _____ UPA: _____

✓	Training Classes	Class Hours	Frequency	Program Element	Training Topics	Core/specialty knowledge and skills addressed	Completion Date