

**BMP Element 8 — Training**  
**City of Richmond Public Utilities Wastewater Treatment**

Date of Last Review 11/11/16	Revision 15	Revised By Biosolids Team	Revision Date 11/10/16	Supersedes all previous versions
		Approved By Biosolids Supervisor	Approval Date 11/10/16	

**Purpose**

The purpose of this procedure is to describe the training program the City of Richmond will use in its Biosolids Management Program to ensure affected employees are proficient in their BMP responsibilities and biosolids management activities.

**Scope**

This element applies to training related to the biosolids value chain, performed either in-house or off-site by a qualified instructor.

**Responsible Staff**

The Biosolids Supervisor is responsible for ensuring Biosolids and BMP-related training occurs in accordance with the following procedures. He may delegates the responsibility for conducting training to other City staff or qualified instructors as necessary. The Project Management Analyst and Occupational Safety and Health Specialist are responsible for training in their departments. Contractors establish their own training programs consistent with their roles and responsibilities in biosolids management activities.

**Procedure**

1. Training is an on-going process for all employees. Employees throughout the Wastewater Treatment Plant are encouraged to pursue professional development and job-skill training. Training opportunities include:
  - a. Certification programs. WWTP operator certification (levels 1-4) and professional training programs are available at local community colleges.
  - b. Structured on-the-job training (OJT) is provided to new employees.
  - c. Continuing Education. Workshops, seminars, and other courses with continuing education credits are offered by the VA DEQ, Water Environment Federation

(WEF), Sacramento Correspondence Courses, Mountain Empire Community College, and other professional or trade organizations.

2. Training on the City's BMP program is conducted throughout the year. The Biosolids Supervisor works with the area supervisors to identify employees required to receive the level of BMP training needed, based on their duties relative to the biosolids value chain.
3. BMP training can take place using any of the following formats:
  - a. Formal training meetings,
  - b. Workgroup-specific staff meetings,
  - c. Individual training from appropriate supervisors, or
  - d. Individual review of training materials.
4. Training is divided into the following areas:
  - a. General training on the biosolids, that includes an overview of the biosolids program, a description of the BMP, safety training, and emergency response information,
  - b. Advanced BMP training, which includes information on biosolids legal and quality requirements and relevant SOPs,
  - c. Biosolids operations training related to SOPs,
  - d. Safety, emergency preparedness, and spill response training, and
  - e. Training by contractors.
5. New, re-assigned, and temporary employees working in the biosolids value chain will be provided with general biosolids training relevant to their roles and responsibilities within three months of their hire or their reassignment date.
6. All employees operating the biosolids facility shall receive training on the Standard Operating procedure (SOP).
7. BMP and operations training records are kept electronically along with other training records in the electronic training database (P:\BMP - Biosolids).
8. Training for safety, emergency preparedness, and spill response is conducted on a periodic basis in accordance with Element 11.
9. Hauling/land application contractors are responsible for conducting training related to their activities.