

Element 8: Training – Background

Revision: 07	Revision Date: 06/24/09	Approved By:
--------------	-------------------------	--------------

BACKGROUND

This element describes the Metro District’s training requirements to ensure that competent and qualified employees perform biosolids management activities.

The District has established a comprehensive training program to assure that employees have the necessary skills and knowledge to perform correctly and consistently their assigned biosolids duties at critical control points. Training covers SOPs for operational controls, PARs for major construction projects, on-the-job training, professional development and journeyman training curriculums. EMS-related training is done through various methods that include but are not limited to:

- District Overview Class
- Online Training
- Crew and staff meetings
- Email notifications

Training is developed cooperatively, with input from the Department Heads. Both in-house and outsourced training are administered and tracked by the training and development staff within the District’s Human Resources Division.

General Description of Training Program(s)

Some training has been designed by District staff and is presented on an on-going, as-needed basis. Hard-copy course materials and attendance documentation are filed under record series TRN 05.2.

The outsourced training are those courses offered on an on-going basis and are regularly attended by District employees. Attendance for this type of training is tracked using the District’s training database, *OnTrack*. Hard-copy course materials for training developed outside the District is not typically kept on file with Records Management, but when available, the course materials and signed attendance rosters are filed under record series code TRN 05.1.

- Vendors and contractors are limited to training on new equipment and on construction-related and maintenance facilities activities for the District’s infrastructure, Robert W. Hite Treatment Facility (RWHTF), and the METROGRO Farm facilities. To minimize any negative impacts to the high quality of biosolids produced by the District, the Project Impact Checklist procedure followed by project initiators and Department Project Managers includes a review and signoff by the EMS Coordinator. Engineering Project managers will be responsible for overseeing construction activities to ensure the environmental issues are followed through.

Tracking Training Requirements

All training requirements and attendance records are tracked by the training staff within the Human Resources Division (HR). This information is tracked using a comprehensive, relational database known as *OnTrack*.

Metro Wastewater Reclamation District
Environmental Management System for Biosolids

Element 8: Training – Background

Revision: 07	Revision Date: 06/24/09	Approved By:
--------------	-------------------------	--------------

The supervisor of each employee receives a Required Training Curriculum Report, compiled from *OnTrack*, identifying safety or other training required for that particular position, as well as the District required training for all employees. This report is reviewed by the supervisor with the employee, signed and returned to the HR Training Assistant and filed in the employee's training file.

As required classes are scheduled, the *OnTrack* database automatically notifies via email students and their immediate supervisors using the *WorkFlow* feature of *OnTrack*. Students who do not have access to email are routed a hard copy of the email announcement by the HR Training Assistant.

On a monthly basis *OnTrack* automatically sends out an email notification to all Department Heads and Supervisors. This email notification reminds them to review the status of their employee's required training using *OnTrack Online*, a read-only version of the *OnTrack* training database available through the Metro District's Intranet.

When an employee does complete a training session required for their position, a signed attendance roster is provided to the HR training staff that then enters the attendance information into the database, thereby updating the employee's record. The hard copy attendance record is then sent to Central Records where it is filed by training course name in the TRN 05.2 records series.

Training that is offered off-site by an outside provider is tracked using the paid invoice. At the end of each month the Finance Division provides the HR Training Assistant with a copy of all invoices that are charged to a Department's training and development account (##-####-5686). The HR Training Assistant reviews each invoice and enters the course and attendance information from the invoices into the database.

Metro Wastewater Reclamation District
Environmental Management System for Biosolids

Element 8: Training – Procedure

Revision: 07

Revision Date: 06/24/09

Approved By:

PURPOSE

To summarize the District's Training Program for biosolids management activities and EMS roles/responsibilities

SCOPE

The training curriculums and methods cover the skills and knowledge necessary for employees to perform correctly and consistently the prescribed SOPs for operational controls and monitoring/measurement as well as their assigned EMS-related roles and responsibilities.

REFERENCES

- NBP National Manual of Good Practice
- State of Colorado Water and Wastewater Facility Operators Certification Board
- Classroom training on EMS Elements and EMS Guidance Manual (TRN 05.1 and 05.2 Course Titles)
- Accredited biosolids management, University of Colorado, Department of Agriculture
- New/Transferred Employee Training (TRN 05.2 Course Titles)
- On-the-Job Training Programs (TRN 05.2 Course Titles)
- Safety/Accident Prevention Training and Procedures (TRN 05.2 Course Titles)
- Training related to District's PARs (TRN 05.2 –filed by PAR number)
- Journeyman Training Program curriculum (filed by program name in *OnTrack*)
- *OnTrack* – District's training database used for tracking training requirements and attendance

DEFINITIONS

Training – A method of delivering job-performance related information in a structured format.

RESPONSIBLE PERSONS

- EMS Coordinator
- Department Heads
- Human Resources staff
- Outsourced training providers (as identified in table)
- State of Colorado Water and Wastewater Facility Operators Certification Board (FOCB)

Metro Wastewater Reclamation District
Environmental Management System for Biosolids

Element 8: Training – Procedure

Revision: 07	Revision Date: 06/24/09	Approved By:
--------------	-------------------------	--------------

PROCEDURAL STEPS

1. All District staff involved in various aspects of biosolids management from planning to final disposition must demonstrate mastery and competency in the skills and knowledge required to perform their assigned biosolids management roles and responsibilities. Employees must complete the biosolids training specified in their key responsibilities. The District's biosolids training curriculums and courses include:
 - State accredited Waste Water Treatment Plant operator certification courses offered by universities, colleges, junior colleges (tuition reimbursed by District) coupled with the prescribed years of operating experience,
 - Structured on-the-job training for transferred employees and new hires to assure mastery of the job requirements,
 - EMS training consistent with assigned EMS roles and responsibilities,
 - Workshops, courses, and seminars with continuing education credits offered by National Association of Clean Water Agencies, Water Environment Federation, and other professional/trade associations.
2. The EMS Coordinator and the Department Heads shall work with the Human Resource's training staff to establish job-specific biosolids and EMS training requirements and provide input on appropriate courses and curricula.
3. The Human Resource's training staff shall establish and implement the required training, either through in-house District training curricula or through courses offered by recognized outside organizations, including Colorado Universities/Colleges/Junior Colleges.
4. The supervisor of each employee receives a Required Training Curriculum Report identifying safety or other training that is also required for that particular position. This checklist is reviewed by the supervisor and employee, signed and dated and returned to HR Training Assistant to be filed in the employee training file.
5. As required classes are scheduled, the *OnTrack* training database automatically notifies via email students and their immediate supervisors using the *WorkFlow* feature of *OnTrack*. Students who do not have access to email are routed a hard copy of the email announcement by the HR Training Assistant.
6. Some of the District training is designed by District staff and is presented on an on-going, as-needed basis. Hard-copy course materials and attendance documentation are filed under record series TRN 05.2.
7. Outsourced training courses are those courses offered on an on-going basis and are regularly attended by District employees. Attendance for this type of training

Metro Wastewater Reclamation District
Environmental Management System for Biosolids

Element 8: Training – Procedure

Revision: 07	Revision Date: 06/24/09	Approved By:
--------------	-------------------------	--------------

- is tracked using the District's training database, *OnTrack*. Hard-copy course materials for training developed outside the District are not typically kept on file with Records Management, but when available, the course materials and signed attendance rosters are filed under record series code TRN 05.1.
8. The HR Training Assistant shall maintain a record keeping system for employee training. Individual employee training records for biosolids management and EMS shall be maintained in *OnTrack* Database utilizing employee name, identification number, and supervisor names, along with other employment information such as date of hire, promotion, and job title.
 9. New/transferred employees shall be assigned prescribed new employee orientation, courses, and on-the-job training, consistent with their assigned biosolids roles and responsibilities.
 10. On a monthly basis, *OnTrack* automatically sends out an email notification to all Department Heads and Supervisors. This email notification reminds them to review the status of their employee's required training using *OnTrack Online*, a read-only version of the *OnTrack* training database available through the Metro District's Intranet.