



EPA BASIC INSPECTOR TRAINING COURSE
FUNDAMENTALS OF ENVIRONMENTAL COMPLIANCE INSPECTIONS
Holiday Inn I-64 West End – 2000 Staples Mill Road
Richmond, Virginia
March 28-30th, 2017

Day 1	Tuesday	PRE-INSPECTION PLANNING, PREP, & GENERAL ISSUES
	March 28th	
8:30 - 9:00		Registration
9:00 – 9:15		Welcoming Remarks – VADEQ Manager
9:15 - 9:30	(Session 1)	Introduction and Overview of Course Instructor: Garth Connor, EPA Region III - Philadelphia
9:30 - 10:00	(Session 2)	Small-Business Help & Compliance Assistance During Inspections Instructors: Garth Connor & Mike Kelly (VADEQ) ♦ EPA/State Coordination
10:00 – 10:15		Break
10:15 - 11:15	(Session 3)	Note-Taking & Inspection Photography Instructor: Gabrielle Buda, EPA - Fort Meade, Maryland
11:15 - 12:00	(Session 4)	Inspector Issues Instructor: Garth Connor Roles & Responsibilities of the Inspector Credentials Inspector Gear
12:00 - 1:00		Lunch
1:00 - 2:15	(Session 5)	Overview of the Major Environment Statutes Instructor: Garth Connor Practical Exercise: The Shark Processing Plant

2:15 – 2:30 Break

2:30 - 3:30 (Session 6) **Sources / Types of Information**
Instructor: **Gabrielle Buda**

- ◆ Overview of information management
- ◆ Sources of information and online resources
- ◆ Your Inspection Toolbox – what you need to prep to go

3:30 – 4:30 (Session 7) **Inspection Planning**
Instructor: **Garth Connor**

- ◆ Overview of information management
- ◆ Sources of information and online resources
- ◆ Your inspection toolbox
- ◆ **Practical Exercise – Part 2**

Day 2 **Wednesday, March 29th** **THE INSPECTION – A DAY IN THE FIELD**

9:00 - 10:30 (Session 8) **Entry and Opening Conference**
Instructors: **Daniel Isales & Kerri Nicholas (VADEQ)**

- ◆ Entry authority, policy and practice, Warrants
- ◆ Other tools for gathering information
- ◆ Opening Conference and Site Tour
- ◆ General discussion of techniques
- ◆ **Practical Exercise**

10:30 - 10:45 **Break**

10:45 - 12:00 (Session 9) **Interviewing Techniques**
Instructor: **Garth Connor**

- ◆ Basics of interviewing
- ◆ Preparation, issues & techniques

12:00 - 1:00 **Lunch**

1:00 - 2:15 (Session 10) **Onsite Inspection**
Instructor: **Garth Connor**

- ◆ Problems/Solutions at a Facility
- ◆ Covering all the required areas

2:15 - 2:30

Break

2:30 - 3:30

(Session 11) Enforcement Process & Responsibilities

Instructor: Daniel Isales & Kerri Nicholas (VADEQ)

- ◆ Overview of the Hearing & Trial Process
- ◆ Testifying at a Deposition, or Hearing
- ◆ Introduction to Negotiation

3:30 - 4:30

(Session 12) Records Review and Sampling Issues

Instructor: **Garth Connor & Mike Kelly**

- ◆ Conducting the records review
- ◆ Introduction to physical sampling
- ◆ Quality Assurance and Quality Control

Day 3

**Thursday,
March 30th**

POST INSPECTION AND ENFORCEMENT

9:00 – 9:30

(Session 13) Closing Conference

Instructor: **Garth Connor**

- ◆ What did you observe?
- ◆ Preliminary findings
- ◆ Resolving outstanding issues
- ◆ Photos, documents, samples, CBI

9:30 - 10:15

**(Session 14) Post Inspection – Writing the Inspection Report
Garth Connor**

The Effective Inspection Report

Check lists & Narrative Reports

Practical Exercise: Conclusion

10:15 – 10:30

Break

10:30- 11:45

(Session 15) Introduction To Criminal Investigations

Instructor: **David Lastra & Kerri Nicholas (VADEQ)**

- ◆ The Criminal Process
- ◆ Case Studies

11:45- 12:00

Wrap-Up, Certificates & Evaluations