



**Montana Department of Environmental Quality
Water Quality Division
Water Protection Bureau**

**General Permit for Storm Water Discharges Associated with Construction Activity
SWPPP Preparer and Administrator Training Program Requirements**

Purpose: The purpose of this document is to define the minimum requirements for all training providers offering SWPPP Preparer and Administrator trainings in the state of Montana.

In order for the training to be acknowledged by the Montana Department of Environmental Quality (DEQ), all training providers must submit information that meets the defined requirements below. Upon complete submittal, DEQ will review and issue a letter acknowledging acceptance of the training program. Complete submittal includes training materials to be used during the initial training and refresher training courses and a description of how the instructor(s) meets the minimum qualifications.

General Requirements

- All training courses must provide training on the most current version of the General Permit for Storm Water Discharges Associated with Construction Activity issued by DEQ.
- All training programs must include: 1.) initial training course and 2.) refresher training course.
- The initial training course must be a minimum of 14 contact hours and include a test. Upon successful completion of the initial training course, the training provider must provide students with a certificate of completion and/or certification card. The certificate of completion and/or certification card must have a date of issuance and an expiration date. The initial certificate of completion and/or certification card is to be valid for no more than three (3) years from the date of issuance. The date of issuance is the date the exam was successfully completed by the student.
- The refresher training course must be a minimum of six (6) contact hours and be offered separately from the initial training course. The training provider must provide students with an updated certificate of completion and/or certification card. The updated certificate of completion and/or certification card must have a date of issuance and expiration date. The certificate of completion and/or certification card is to be valid for no more than three (3) years from the date of issuance. The date of issuance is the date the student successfully completed the refresher training course.
- Students may recertify by successfully completing the refresher training course no later than six months after the initial certificate of completion and/or certification card expires. Students may also recertify by successfully completing a 14 contact hour initial training course again.
- Training providers are to provide course evaluations at the end of each training course. Training providers shall keep completed course evaluations and provide them to DEQ upon request. Hard copy or electronic copies are acceptable.
- Training providers may offer training programs utilizing alternative general requirements if approved by DEQ.

Required Course Elements

Initial Training Course

- Erosion and Sediment Processes and Impacts
 - Definitions and Types of Erosion
 - Factors Influencing Erosion and Sedimentation
 - Soil
 - Vegetation
 - Topography
 - Climate
- Other Pollutant Generating Activities
- Erosion and Sediment Control Best Management Practices (BMPs)
 - Conditions Applicable to BMPs
 - Structural
 - Non-Structural
 - Temporary and Permanent
- General Housekeeping and Administrative Controls
- Regulatory Requirements
 - MPDES Permitting
 - Obtaining an Authorization
 - Construction Activities Subject to Permitting
 - Sage Grouse
 - Notice of Intent, Storm Water Pollution Prevention Plan and Applicable Attachments, including Site Map(s)
 - Terminating an Authorization
 - Final Stabilization Requirements
 - Notice of Termination
 - Other Applicable MPDES Permits to Construction Activities
 - Storm Water Pollution Prevention Plan (SWPPP)
 - Identification of Potential Pollutant Sources
 - Selection of BMPs
 - Conditions Applicable to BMP Selection
 - Temporary
 - Permanent / Post Construction Storm Water Management
 - Major Construction Activity and BMP Phasing
 - Local Erosion and Sediment Control Requirements
 - Final Stabilization
 - Site Map(s)
 - Inspections
 - Person Responsible for Inspections
 - Inspection Frequency
 - Inspection Requirements
 - BMP Maintenance, Replacement, and Failures
 - Case Studies in the Classroom
 - OR-
 - Field Trip to Evaluate BMPs
 - Corrective Actions
 - Making and Tracking SWPPP Updates

- Inspection Records
- SWPPP
- Site Map(s)
- Other
- Recordkeeping
- Noncompliance Reporting

Refresher Training Course

- Review of Erosion and Sediment Processes and Impacts
- Review of Erosion and Sediment Control BMPs
 - Conditions Applicable to BMP selection
 - Structural
 - Non-structural
 - Temporary and Permanent
- Review of Other Pollutant Generating Activities
- Review of General Housekeeping and Administrative Controls
- Review of Regulatory Requirements
 - Provide updates on changes to the General Permit for Storm Water Discharges Associated with Construction Activity issued by DEQ
 - Minimum Requirements
- Discussion and/or Case Studies to Demonstrate Working Knowledge of General Permit for Storm Water Discharges Associated with Construction Activity
 - Identification of Pollutant Sources
 - BMP Evaluation
 - Conditions Applicable to BMPs
 - Installation
 - Maintenance
 - Adequacy
 - Inspections
 - SWPPP Updates
 - Noncompliance Reporting

Instructor Qualifications

Instructors must meet the following criteria:

- Possess a bachelor's degree from an accredited college in one of the following courses of study: construction management, planning, engineering, environmental studies, landscape design/architecture, science, including: environmental, biology, ecology, chemistry, botany, agriculture, forestry, geology, hydrology, geography, soil, or closely related field
- Possess three (3) years of professional experience with erosion and sediment control and/or water quality
- Possess a current certification in erosion and sediment control, **or**
- Current licensure in civil, environmental, or other related field, **or**
- Be deemed by DEQ to possess the academic credentials, instructional experience and skills necessary to teach the required course elements
- All instructors must demonstrate competent instructional skills and demonstrate a working knowledge of requirements for the training program(s)